

# City of San Leandro

Civic Center, 835 E. 14th Street  
San Leandro, California 94577



July 18, 2019

Owner  
Mobilehome Park  
Address  
San Leandro, CA 945\_\_

**Re: City of San Leandro, Mobilehome Space Rent Stabilization Ordinance Effective 7/3/2019**

Greetings,

The Mobilehome Space Rent Stabilization Ordinance (Title 4, Chapter 4-39 of the San Leandro Municipal Code) was adopted by the San Leandro City Council and took effect on July 3, 2019. This letter is to notify you of your obligations and rights as a Mobilehome Park Owner under the Ordinance.

1. Enclosed with this letter is the ***Annual Registration Form***. **Please return this form to Housing Division staff by September 1<sup>st</sup>**. After this year, this form will be due annually on May 31<sup>st</sup> (§ 4-39-240(A)).
2. Enclosed with this letter is an example of the ***Rent Schedule***. **You must fill-out this form using an Excel spreadsheet**. The electronic version of this form is on the City of San Leandro website ([www.sanleandro.org/depts/cd/housing/mobilehome\\_space\\_rent\\_stabilization\\_ordinance.asp](http://www.sanleandro.org/depts/cd/housing/mobilehome_space_rent_stabilization_ordinance.asp)). After this year, this form will be due annually on May 31<sup>st</sup> (§ 4-39-240(B)).
3. The rent that you are allowed to charge as of July 3, 2019 is the “Base Rent.” **The Base Rent is the rent that was charged on July 1, 2018**. The Rent Schedule should include this rent (“MH Space Rent as of 7/1/18”) (§ 4-39-210).
4. **The Base Rent may be increased only as provided for in the Ordinance**. Also included with letter is the ***Notice of Allowable Rent Increase for 2019***. The Base Rent may be increased by this amount only upon issuing a 90-day notice of the rent increase and there are no more than one rent increase in a twelve (12) month period. The Rent Schedule should include this rent (“MH Space Rent as of 8/1/19”) (§ 4-39-212).

Pauline Russo Cutter, Mayor

City Council:

Victor Aguilar, Jr.

Ed Hernandez

Pete Ballew

Benny Lee

Deborah Cox

Corina N. López



5. If you wish to increase rents to above the otherwise allowed rent increases, then please use the enclosed ***Property Owner Petition for Approval of Rent Increase***. This form is to be used for requests for a Fair Return (§ 4-39-217) rent increase, as well as for temporary rent increases for **Capital Replacement** costs (§ 4-39-230(E)) or **Capital Improvement** costs (§ 4-39-230(F)). These requests will be processed consistent with the requirements of the Ordinance.

We look forward to working with you to implement this program. Please feel free to email or call Maryann Sargent (510-577-6005 or MSargent@SanLeandro.org) if you have any questions about this letter or its contents.

Sincerely,



Tom Liao, Director  
Community Development Department

Enclosures: ***Annual Registration Form***  
***Rent Schedule***  
***Notice of Allowable Rent Increase for 2019***  
***Property Owner Petition for Approval of Rent Increase***