

## Mobile Home Rent Stabilization Ordinance

### CHAPTER 4 REGISTRATION

#### A. Purpose

The purpose of this Chapter 4 is to enable the Rental Housing Committee (RHC) to implement the provisions of the Mobile Home Rent Stabilization Ordinance (MHRSO) in an efficient and effective manner by creating a complete database of Covered Units, providing economical and efficient communications with Mobile Home Park Owners and Mobile Home Landlords, providing online tools and resources for efficient, accurate, and reliable functioning of the MHRSO program, and creating a database for efficient and timely collection and prompt processing and analyzing of rental space and property data.

#### B. Registration

1. Annual Registration Required. A Park Owner or Mobile Home Landlord must register every Mobile Home Space or Mobile Home in a Mobile Home Park annually by February 1 of each year. Registration is complete only when all information required in the RHC online registration database or pursuant to the RHC registration forms has been submitted.
2. Exempt Rental Units. A Park Owner or Mobile Home Landlord shall provide information with the annual registration on the basis for any Mobile Home or Mobile Home Space being exempt from the MHRSO. In the event that a Mobile Home or Mobile Home Space that was exempt from the MHRSO becomes governed by the MHRSO, the Park Owner or Mobile Home Landlord must update the registration for the Mobile Home or Mobile Home Space within thirty (30) days after the exemption ends.
3. Change in Tenancy. A Park Owner or Mobile Home Landlord must update the registration for any covered Mobile Home or Mobile Home Space within thirty (30) days of the termination of any Tenancy or the commencement of a new Tenancy, including providing the new rental rate when a Tenancy commences.
4. Change in Ownership/Management Information. A Park Owner or Mobile Home Landlord must file a registration amendment within thirty (30) days of a change in a Mobile Home or Mobile Home Park ownership or management or a change in the owner's or manager's contact information.

**C. Method of Registration**

Park Owners and Mobile Home Landlords may register covered Mobile Homes or Mobile Home Spaces either online or by completing and submitting registration forms prepared by RHC program staff. All information provided by Park Owners and Mobile Home Landlords will be entered into the RHC database and will be available as a public document except to the extent that any information would violate any individual's right to privacy.

**D. Deadline for Submission of Registration Form and Fee**

Park Owners and Mobile Home Landlords shall complete the initial registration either online or by submission of registration forms no later than February 1, 2022; provided, however, that failure to complete registration by February 1, 2022 shall not be considered substantial noncompliance with the MHRSO unless such failure continues after March 1, 2022.

**E. Noncompliance**

Failure to complete the registration process for all Mobile Homes and Mobile Home Spaces shall be deemed to be substantial noncompliance with the MHRSO.