



COUNTY OF SAN MATEO

DEPARTMENT OF HOUSING

INSTRUCTIONS AND DEFINITIONS FOR COMPLETING THE MOBILEHOME PARK ANNUAL REPORTING FORM

(Ord. Code, §1.30.030.1)

Every park in unincorporated portions of San Mateo County that is licensed by the California Department of Housing and Community Development as a mobilehome park must complete and return the Annual Reporting Form regardless of whether there are any mobilehomes currently located in the park (SMC Ord. Code, §1.30.030.1 (3)). If you are receiving this form you are licensed as a Mobilehome Park according to the California Department of Housing and Community Development.

Please fill out the attached Mobilehome Park Annual Reporting Form in its entirety, sign and return to the County of San Mateo Department of Housing. The enclosed Annual Reporting Form is due on **November 10, 2016** and can be submitted either on paper or electronically. The electronic “excel spreadsheet” version is available on our website at <http://housing.smcgov.org/mobile-home-parks> and can be submitted via email to dmagnus@smchousing.org or mailed to the below address. However, the sixth section of the form, “Penalty of Perjury,” must be printed, signed and mailed to:

County of San Mateo Department of Housing
Attn: Divali Magnus
264 Harbor Blvd., Building A
Belmont, CA 94002

The form is divided into six sections described below:

1. **Owner, Manager and Park Information** – section 1, questions 1 through 18, seeks general information related to the owner and management of the park.
2. **Space Rental Information** – section 2, questions 19 through 29b, seeks information regarding the occupancy and rent of each space within the park. Please answer all of these questions for each space within the park. Attach additional pages if necessary.
3. **Discounts** – section 3, questions 30-30c, seeks to captures any reductions applied to space rent.
4. **Converted Use Spaces** – section 4, questions 31 through 31a, seeks information about converted uses of any park spaces in 2015. Attach additional pages if necessary.
5. **Comments** – section 5, question 32, is optional should you want to share any comments with the County to help us improve the annual reporting process and form.
6. **Signature** – section 6 requires the responding party to sign and date the Annual Reporting Form under penalty of perjury.

PUBLIC RECORDS ACT

The County of San Mateo is subject to the California Public Records Act, which defines a public record as any writing in the possession of a governmental entity containing information relating to



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the conduct of public business. The Act provides that public records must be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure. If you submit information you wish to claim is protected from disclosure as a trade secret or on any other basis, you must designate each page of such material that you claim is subject to protection “CONFIDENTIAL.” Failure to designate specific portions as confidential means that you consent to their release by the County if requested under the Public Records Act and that you will indemnify and hold harmless the County for release of such information. If the County receives a request for any report submitted by you under Ordinance Code §1.30.030.1, the County will **not** assert any privileges that may exist on behalf of you. It is your responsibility to assert any applicable privileges or reasons why the document should not be produced. If material is designated as “CONFIDENTIAL,” the County will attempt in a timely manner to inform you of the public records request in order to permit you to assert any applicable privileges. If you fail to seek a court order protecting such information from disclosure in a timely manner (within 10 days of notice of the request), the County will disclose such information to the requesting party, and you agree to hold the County harmless for all such disclosures.

APPLICABLE DEFINITIONS

“Camping trailers” “CT” as defined by Cal.Vehicle Code § 242, vehicle designed to be used on a highway, capable of human habitation for camping or recreational purposes, that does not exceed 16 feet in overall length from the foremost point of the trailer hitch to the rear extremity of the trailer body and does not exceed 96 inches in width and includes any tent trailer. Where a trailer telescopes for travel, the size shall apply to the trailer as fully extended. Notwithstanding any other provision of law, a camp trailer shall not be deemed to be a trailer coach.

“Mobilehome” (“MH”) means a mobilehome as defined by California Civil Code Section 798.3;

“Park” means any mobilehome or manufactured home park, as defined in Civil Code Sections 798.4 and 798.6, which rents or leases spaces in the unincorporated area of San Mateo County;

“Recreational Vehicle” (“RV”) means a recreational vehicle as defined by California Health & Safety Code Section 18010, and includes:

- (a) A motorhome, travel trailer, truck camper, and/or camping trailer, without or without motive power, designed for human habitation for recreational, emergency, or other occupancy, that meets all of the following criteria:
 - (1) It contains less than 320 square feet of internal living room area, excluding built-in equipment, including, but not limited to, wardrobe, closets, kitchen units or fixtures, and bath or toilet rooms;
 - (2) It contains 400 square feet or less of gross area measured at maximum horizontal projections;
 - (3) It is built on a single chassis; and



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(4) It is either self-propelled, truck-mounted, or permanently towable on the highways without a permit.

(b) A park trailer, as defined in Health & Safety Code Section 18009.3.

“Space rent” means the consideration, including any bonus, benefits, or gratuity demanded or received in connection with the use and occupancy of a mobilehome space in a Park, but exclusive of any amounts paid for utilities, the use of the mobilehome dwelling unit, subletting, or security deposit;

“Truck campers, aka Slide-in camper” (“TC”) means a slide-in camper as defined by Health & Safety Code Section 18012.4, a portable unit, consisting of a roof, floor, and sides, designed to be loaded onto, and unloaded from, a truck and designed for human habitation for recreational or emergency occupancy.

If you have any questions about the Annual Reporting form please contact Divali Magnus at dmagnus@smchousing.org or (650)802-3397.