



**County of Santa Cruz**  
**Questionnaire Packet for Resident Owned Manufactured Home Parks**

**Tax Year** \_\_\_\_\_

Park Name: \_\_\_\_\_

Name of Person completing report: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

The Assessor's Office will mail annual assessment reports and supplemental notices to the address on file by early June.

Additionally, the Assessor's office will provide 2 digital copies via email when the original documents are mailed. One copy will be provided to the Park HOA and an additional copy to the Park Management Company. It is the responsibility of these parties to distribute the information to any other interested parties within their organization.

Please provide the contact information and routing address for digital copies:

**Copy 1 (Park HOA):**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address where copies should be delivered: \_\_\_\_\_

**Copy 2 (Park Management Company):**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address where copies should be delivered: \_\_\_\_\_

**Failure to return the required information by February 1<sup>st</sup> may result in a 10% penalty on the annual tax bill.**



**Table B:**

Did any members in your park pass away during the prior calendar year (or have not been previously reported to us)? Please list the details pertaining to the owners heirs. These owners should be provided with a Change in Ownership Statement - Death of Real Property Owner to be submitted to our office. **Non-qualified heirs or those which do not file exclusion paperwork with our office will be reassessed.**

Member Name	Space Number	Date of Death	Heirs	Relationship to Owner	Mailing Address (if different than property address)

**Table C:**

Did any owners add or remove parties from title during the prior calendar year? This may include adding/removing a spouse, sibling, child or significant other. Please specify the parties added/removed and their relationship to other parties on title.

Member Added/Removed	Space Number	Relationship to other owners	Reason for addition/removal (if known)	Mailing Address (if different than property address)

Please attach a current roster of all membership interests in your park. The report MUST contain:

- The owner's name(s) for each space, whether they are a resident or not. List all owners of the space **as of January 1<sup>st</sup>**. Rented spaces should display the HOA as the owner of the space.
- The acquisition date. If an ownership change has occurred, this establishes when supplemental billing begins.
- Is this the owner's primary residence? The Homeowner's exemption is only granted to an owner at their primary residence. If the mobile home is rented to another party or if this is the owner's second home, the space is not eligible for the exemption.
- Is the mobile home licensed through HCD or DMV? Those that are unlicensed are subject to local property tax.
- If the mobile home is licensed, please provide its Decal or Serial number. With this information, we can verify title on the mobile home.

Any spaces which are rented should list the Homeowner's Association as the owner.

Sample Membership report:

Space	Name	Date of Purchase	Purchase Price	HCD or DMV?	Decal Number	Primary Residence
1	Santa Cruz Mobile Home Estates HOA	6/1/2003	Original Owner	HCD	ABD1235	No
2	Seth Vale & Marian Carlyle	1/5/2015	\$250,000	No	LLX5505	No
3	Pietro Lensherr	6/1/2003	Original Owner	HCD	AAA1234	Yes
4	Scott Summers	8/6/2012	\$120,000	DMV	DMX123	Yes
5	Jimmy Hudson	6/1/2003	Original Owner	No	LBJ9876	No
6	Matthew and Elizabeth Braddock	6/1/2003	Original Owner	HCD	AAA5679	Yes
<b>7</b>	<b>Emma Frost</b>	<b>12/20/2016</b>	<b>\$275,000</b>	<b>No</b>	<b>LBJ1234</b>	<b>Yes</b>
8	Santa Cruz Mobile Home Estates HOA	6/1/2003	Original Owner	-	Vacant	No
9	Henry "Hank" McCoy	6/1/2003	Original Owner	HCD	AAB5678	Yes