



*The City of North Adams, Massachusetts*

**MOBILE HOME PARK RENT CONTROL BOARD**

**City Hall**

**North Adams, Massachusetts 01247**

**Petition  
For  
Resident-Owned Community  
Mobile Home Parks  
Rental  
Re-evaluation**

# City of North Adams

Massachusetts 01247



## Office of the Mobile Home Park Rent Control Board

**Wayne Wilkinson** - Chairman

**Joseph Gniadek** - Vice-Chairman

**James Morocco**

**Paul Senecal**

**Marie Harpin**

### **Standards and Rules for Petitioning Rent Adjustment**

- All petitions will follow the standards set forth in the Rent adjustment procedure of 1982
- Petitioner may be represented by counsel(s) and/or accountant(s) at all or any portion of their petition hearings before the Board
- Board, for the purpose of this petition will consider debt service and defines debt service as the annual payment of principal and interest in the indebtedness together with reasonable escrow payments for operation costs and reserves; reasonable debt service reserves and reasonable capital repair reserves.
- Petitioner will then submit an annual payment of principal and interest in the indebtedness of the park as part of the debt service
- Petitioner will then submit reasonable escrow payments for operation costs and reserves to any financing for capital improvements to the ROC at the time of filing this petition
- Petitioner will then submit reasonable debt service reserves and reasonable capital repair reserves.
- Petitioner will base all expenses on receipts paid in the last calendar year prior to this petition
- Petitioner will supply the Board with reasonable documentation on all expenses
- All additional supporting documents the Petitioner wishes to present or are requested by the Board will be submitted to the Board forty eight (48) hours prior to the reconvening of the Board
- Board reserves the right to request any information which may be necessary for a rent adjustment decision
- Any additional sites beyond the original number of sites at the time of purchase will be considered new income by the Board and factored into the rent adjustment
- Abused expense items will be adjusted at the discretion of the Board
- Any documentation submitted by the applicant which is not discernible will be adjusted at the discretion of the Board
- All roadway resurfacing, replacement and/or repairs must be completed in accordance with the Massachusetts Highway Department Project Development and Design Book (2006)
- Repair expenses which are a direct results of citations for violations of human health or safety code set forth by State law/ Judicial Ruling or local ordinances will be adjusted at the discretion of the Board
- Unresolved grievances between the tenants and the Petitioner will be taken into consideration in the Board's final decision
- Any attempt by the Petitioner to submit fraudulent figures, for the purpose of deceiving the Board, will result in the rejection of the entire petition

# Mobile Home Park Rent Control Board

## Application for Rent Re-evaluation

### Information Sheet

Applicant:

Address:

City:

State:

Zip code:

Name of Business:

Date of petition:        /    /

Date of last petition:    /    /

**I.        Assessment**

City Assessment:

**A. Site Assessment**

1. Assessed value/unit:

2. Number of units:

3. Total site assessment (Items 1a x 2b)

**B. Residual Land Assessment**

1. Total acreage:

2. Site acreage:

3. Residual acreage:

4. Unusable residual acreage:

5. Useable residual acreage: (Roads, entrances and open space for tenants use)

6. Assessed value/ acre:

7. Residual land assessment: (Items 5b x 6b)

**C. Building Assessment**

1. Assessed value of the garage:

2. Percentage of garage solely used by applicant:

3. Allowable assessed value of the garage: (Items 1c x 2c)

4. Assessed value of main building:

5. Percentage of building solely used by the applicant:

6. Allowable assessed value for the building: (Items 4c x 5c)

7. Total allowable assessment for buildings: (Items 3c + 6c)

**D. Total Allowable Assessment: (Items 3a + 7b + 7c)**

**E. Percentage of city assessment allowable:**

%

II. Debt Service

A. Annual payment of principal and interest in the indebtedness	
B. Escrow payments for operation costs and reserves	
C. Reasonable debt service reserves	
D. Capital repair reserves	
E. Total Debt Service	

III. Income

A. Rental (Sites)

1. Rent/site/month:	
2. Rent/site/year: (Item 1a x 12)	
3. Number of sites:	
4. Total rent(sites)/year: (Items 2a x 3a)	

B. Other Rentals

1. Tenant # 1	
a. Rent/month:	
b. Rent/year:	
2. Tenant # 2	
a. Rent/month:	
b. Rent/year:	
3. Tenant # 3	
a. Rent/month:	
b. Rent/year:	
4. Tenant # 4	
a. Rent/month:	
b. Rent/year:	
5. Tenant # 5	
a. Rent/month:	
b. Rent/year:	
6. Total rent (others)/year: ( Items 1b+2b+3b+4b+5b)	

C. Other incomes


IV. Expenses

	Last Petition	Pervious Calendar Year	New Petition
1. Capitalization	NA	NA	NA
2. Bank service charge	NA	NA	NA
3. Insurance (Property)			
4. License			
5. Management fee			
6. Professional fees			
7. Salaries and wages			
8. Office supplies			
9. Plowing			
10. Rubbish removal			
11. Septic/ Sewer repairs			
12. Pool maintenance			
13. Fuel expense			
14. Repairs and maintenance			
15. Taxes- payroll			
16. Taxes- real estate			
17. Taxes- adjusted real estate (Section I. Item E x Section III Item 16)			
18. City Tax			
19. Utilities			
20. Water/ Sewer tax			
Total Allowable Expenditure			

V. Determination of total allowable income from sites

A. Total Debt Service: (Section II. Item E)	
B. Total allowable expenditure: (Section IV)	
C. Total income from sites: (Section III Item A.4)	
D. Total income from new sites: (Section III. Item B.6)	
E. Total income from all sites: (Items C+D)	
F. Total allowable expenditure for the park: (Items A + B)	
G. Total Allowable income from sites for rent determination: (Items F)	

VI. Rent assessment per site

A. Total allowable income from the sites/year: (Section V. Item G)	
B. Number of sites:	
C. Total allowable income/site/year: (Items A/B)	
D. Total Allowable income/site/month: (Item C/12)	
E. Rent assessment/site/month: (Item D)	

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Standards and Rules for Petitioning Rent Adjustment

## Items not allowed

- Building(s) or residual land not directly related to park operations
- Assessment and taxes for building(s) or residual land not directly related to park operations
- Professional fees for the preparation of this petition
- All cost(s) related to any eviction process
- All cost(s) for the development of new or pre-owned sites