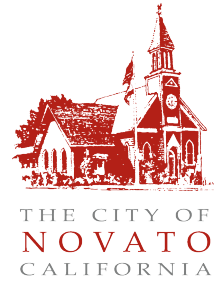


Marin Valley Mobile Country Club Lot Rent Deferral Program



What is the Marin Valley Mobile Country Club Lot Rent Deferral Program?

The Lot Rent Deferral Program provides financial aid to qualifying low-income MVMCC residents by deferring payment of up to \$150 of their monthly space rent. The Program is being offered as a term-limited pilot for up to fifteen (15) eligible households. The program is being administered by Hello Housing on behalf of the City of Novato.

Why was the Lot Rent Deferral Program created?

The City of Novato is committed to minimizing displacement of its lowest-income residents. Some Marin Valley residents live on fixed incomes and cannot afford rent increases and cannot afford to move their homes to other parks.

How do I qualify for a deferral from the Lot Rent Deferral Program?

To qualify for a deferral from the Lot Rent Deferral Program, you must meet the following criteria:

- You must have been a resident of Marin Valley Mobile Country Club for at least five years before applying for a deferral.
- You must own the mobile home in which you are living. The Lot Rent Deferral Program cannot provide rent deferrals to people who are renting the mobile home in which they live.
- You must live full-time (at least 10 months per year) in the park while receiving a deferral.
- If you have a loan on your home, you must be current on your loan payments.
- You must be current on property taxes (if applicable) or registration fees (if applicable) related to your home.
- You must have a monthly household income no greater than 20% times the Area Median Income as defined by the U.S. Department of Housing and Urban Development (HUD) for the San Francisco HMFA adjusted for household size. Income limits are updated on an annual basis by HUD. Please visit www.hellohousing.org/marinvalley for current income limits.
- You must not have assets worth more than \$30,000. This includes but is not limited to: stocks, bonds, real property, savings, investments, and retirement accounts. This does not include the value of your motor vehicles, the value of your mobile home, or the value of the contents of your mobile home (furniture, clothing, jewelry, etc.).
- You must submit a *complete* application with supporting documentation to the MVMCC General Manager. You may download a copy of the application at www.hellohousing.org/marinvalley, for pick-up at the Marin Valley Mobile Country Club office or can be mailed by Hello Housing upon request. Funds are limited and applicants will be served on a “First Complete First Served” basis, which means all requested documents must be received by Hello Housing to be considered submitted.
- Once approved, you must sign a Lot Rent Deferral Program Participation Agreement, Disclosure, and appropriate HCD Forms.

How is the amount of deferral calculated?

The Lot Rent Deferral Program will defer your lot rent up to \$150 per month. To determine the actual amount of deferral, Hello Housing will calculate your household income based on your application and supporting documents (e.g. paystubs, bank statements, tax returns). If your household income is less than 20% times the Area Median Income, and you meet the other eligibility requirements, Hello Housing will calculate 30% of your annual household income, divide by twelve months, then subtract your lot rent, your monthly principal and interest on your mobile home loan (if applicable), property insurance, and your average monthly utility costs over the prior 12-month period. Your monthly rent will be reduced by the approved deferred amount.

Example 1: Calculation of Deferral – Eligible for Maximum Deferral

Maximum Eligible Annual Income for Household of Two (<i>changes annually</i>)	A	\$21,900
Actual Annual Household Income for a Household of Two	B	\$21,600
Actual Monthly Household Income (B divided by 12)	C	\$1,800
30% of Monthly Household Income (C multiplied by 30% = D)	D	\$540
Less Current Lot Rent	a	(\$500)
Less Principal & Interest on Mobile Home	b	(\$300)
Less Insurance on Mobile Home	c	(\$50)
Less Utility Allowance	d	(\$215)
Funds Remaining for Housing Costs (D minus a, b, c, d = E)	E	(\$525)
Eligible Monthly Deferral (eligible for maximum deferral)		\$150

Example 2: Calculation of Deferral – Ineligible for Deferral

Maximum Eligible Annual Income for Household of Four (<i>changes annually</i>)	A	\$27,350
Actual Annual Household Income for a Household of Four	B	\$26,400
Actual Monthly Household Income (B divided by 12 = C)	C	\$2,200
30% of Monthly Household Income (C multiplied by 30% = D)	D	\$660
Less Current Lot Rent	a	(\$500)
Less Principal & Interest on Mobile Home	b	\$0
Less Insurance on Mobile Home	c	(\$50)
Less Utility Allowance	d	(\$100)
Funds Remaining for Housing Costs (D minus a, b, c, d = E)	E	\$10
Eligible Monthly Deferral (ineligible for any deferral)		\$0

Example 3: Calculation of Deferral – Eligible for Partial Deferral

Maximum Eligible Annual Income for Household of Four (<i>changes annually</i>)	A	\$27,350
Actual Annual Household Income for a Household of Four	B	\$26,400
Actual Monthly Household Income (B divided by 12 = C)	C	\$2,200
30% of Monthly Household Income (C multiplied by 30% = D)	D	\$660
Less Current Lot Rent	a	(\$500)
Less Principal & Interest on Mobile Home	b	\$0
Less Insurance on Mobile Home	c	(\$50)
Less Utility Allowance	d	(\$160)
Funds Remaining for Housing Costs (D minus a, b, c, d = E)	E	(\$50)
Eligible Monthly Deferral (eligible for partial deferral)		\$50

Example 4: Deferral at Sale or Transfer after 48 months of Deferral

Deferred Monthly Rent	\$ 150
Number of Months	X 48
Amount due to City of Novato at Sale or Transfer	\$ 7,200

How is deferred rent from the Program repaid to the City of Novato?

Once you are approved, your monthly rent paid will be reduced by the deferred amount. The outstanding balance will grow each month by the amount of the approved deferral (see Example 4 above) and will not be due to the City of Novato until transfer or sale of your mobile home. During the approval process, you will execute a form along with the City of Novato which results in the City of Novato becoming a lien holder on your mobile home. Depending on who currently has possession of the original title, there may be a fee due to the California Department of Housing and Community Development (HCD) during this process. When you sell your home, funds equal to the total deferred amount will be distributed from sales proceeds at closing and paid to the City of Novato.

If you pass away, your heir may qualify for an ongoing rent deferral amount depending on their eligibility, income, and program funding availability. The outstanding deferral can roll over to the new owner until transfer or sale.

Participation in this program does not exempt residents from rent increases in accordance with the City's Mobile Home Rent Control Ordinance. For information on the City's rent control policies, please visit <http://novato.org/government/community-development/existing-affordable-housing-and-services>.

Can money from the Lot Rent Deferral Program be sent directly to me?

No. Eligible recipients don't receive money directly from the program.

How long can I participate in the program?

An eligible recipient can participate in the program as long as funding is available for the Program and there are no changes to the household income that would impact eligibility. Changes in income, increases in assets, increases in the number of people living in the home, or anything else which would materially affect your household's monthly income, must be reported to Hello Housing. Mobile home park residents who receive a deferral from the Lot Rent Deferral Program must submit an annual recertification form with supporting documents to Hello Housing to continue to receive benefits. The amount of deferral will be recalculated annually based on household income and HUD income limits, which are updated annually.

Can anyone get a lot rent deferral from the Lot Rent Deferral Program?

No. Only those Marin Valley Mobile Country Club residents who have completed the required application and have met the program's guidelines may qualify for a deferral.

Are there any fees to participate in the Lot Rent Deferral Program?

There are no application fees, however if an owner has lost their original title or registration, there may be state fees associated with obtaining duplicate documents as part of this process. Typical fees are \$25 per duplicate, but exact amounts should be confirmed by calling HCD at 916-263-6323.

Non-Discrimination Policy

The City of Novato, Hello Housing, and Marin Valley Mobile Country Club do not discriminate against any persons on the grounds of race, color, religion, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, marital status, familial status, source of income, genetic information, medical condition, physical disability or mental disability, or any other category protected by law.