

# HART | KING

## MOBILEHOME NEW MATTER CHECKLIST

1. **MRL Rental/Lease:** Yes  or No
2. **NON-MRL Rental:** Yes  or No   
 Apt  Mobilehome  Office/Commercial

NAME OF PARK: \_\_\_\_\_

MANAGER NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### INSTRUCTIONS:

The completed form and documents should be emailed to [alara@hartkinglaw.com](mailto:alara@hartkinglaw.com)

If over 10MB, then send to <https://filetransfer.hartkinglaw.com/dropbox/avolz>.

Documents may also be faxed to (714) 546-7457.

- **For non-payment of rent matters**, please complete questions 11 – 20.
- **For violations of Parks' Rules**, please complete questions 21 – 23.
- **For mobilehome abandonment matters** please complete question 24 – 26.
- **For Warehouse Lien Matters/No UD required** please complete questions 27-30.

### REQUIRED DOCUMENTS:

- Rental Application (completed by tenant)
- Rental Agreement (signed/dated by tenant)
- Rules and Regulations (signed/dated by tenant)

- Rent Statements beginning with the first delinquent month to present
- Current Title Search
- Rent Increase Notices
- Any and all Notices served (including 3/3/60, 7 Day, etc.) along with their corresponding Proofs of Service (include returned Certified Mail receipts or returned envelopes)
- Fictitious Business Name Statement
- Tenant correspondence dealing with eviction issues, complaints, etc.

1. List ALL adult individuals currently residing in the home:

Full Name: \_\_\_\_\_  
Gender: Male \_\_\_\_\_ Date of birth: \_\_\_\_\_ Race: \_\_\_\_\_  
Driver's License #: \_\_\_\_\_ SSN: \_\_\_\_\_  
Home/Cell Phone #: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Gender: Male \_\_\_\_\_ Date of birth: \_\_\_\_\_ Race: \_\_\_\_\_  
Driver's License #: \_\_\_\_\_ SSN: \_\_\_\_\_  
Home/Cell Phone #: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Gender: Male \_\_\_\_\_ Date of birth: \_\_\_\_\_ Race: \_\_\_\_\_  
Driver's License #: \_\_\_\_\_ SSN: \_\_\_\_\_  
Home/Cell Phone #: \_\_\_\_\_

2. State the full premises address.

\_\_\_\_\_

3. Is this a Park-owned home? \_\_\_\_\_

4. Is this a mobilehome, trailer (less than 10X40) or RV? \_\_\_\_\_

DECAL NO. \_\_\_\_\_

SERIAL NO(S). \_\_\_\_\_

5. State the name and address of the Registered Owner.

\_\_\_\_\_

6. State the name and address of the Legal Owner.  
\_\_\_\_\_
7. If the resident is deceased, state the date of death, and list the name and addresses of all heirs to the resident.  
\_\_\_\_\_  
\_\_\_\_\_
8. State the current rent amount. \_\_\_\_\_
9. Is the home vacant? \_\_\_\_\_  
If so, date of vacancy: \_\_\_\_\_
- If the home is to be sold at a warehouse lien sale, do you want the home to be removed upon sale to a third party? \_\_\_\_\_
10. Please check each box that applies to this tenant and provide any information you may have. (This information will be provided to the local county Sheriff at the time of the eviction).
- Disabled  Medical Problems  Mental Illness \_\_\_\_\_
- Language(s) Spoken \_\_\_\_\_
- Combative/Threatening \_\_\_\_\_
- Firearms or other weapons \_\_\_\_\_
- Animals (vicious) \_\_\_\_\_

**FOR NON-PAYMENT OF RENT MATTERS:**

11. Did the resident tender a *partial* payment **before** the 3/3/60 Day Notice was served? [blank]  
If YES, was it accepted? [blank]  
If YES, what was the partial payment amount? \_\_\_\_\_
12. Did the resident tender any payment **after** the 3/3/60 Day Notice was served? [blank]  
If YES, when did the resident offer the payment? \_\_\_\_\_  
How much was the payment? \_\_\_\_\_  
Please attach a copy of the payment.

Was the payment refused and returned with a written notice of rejection? [blank]

13. Is there anyone else who you could have served the Notices on (i.e., guarantor or legal owner)? [blank]  
If YES, name party and address: \_\_\_\_\_
14. Describe any arrangements, agreements, communications or payments received with legal owners and attach copies, if any. \_\_\_\_\_  
State the name, company, address, and telephone number of the person that contacted you. \_\_\_\_\_  
Did they tender any money? [blank]  
If so, how much money did they tender? \_\_\_\_\_  
When did you receive it? \_\_\_\_\_  
What are their stated intentions? \_\_\_\_\_
15. Are there any other interested person(s)/party(ies) (relatives) that you/we could contact? [blank]  
Who are they and where can we contact them? \_\_\_\_\_
16. Do you know of any other addresses for the tenant or legal owner? [blank]  
If so, please provide. \_\_\_\_\_
17. Do you know of any other addresses for the tenant or legal owner? [blank]  
If so, please provide. \_\_\_\_\_
18. Has anyone cured on behalf of the resident in the past? [blank]  
If so, please provide details, including who and when.  
\_\_\_\_\_
19. Has there been any altercation or misunderstanding between resident and management? [blank]  
If so, briefly explain. \_\_\_\_\_
20. Are there any anticipatory defenses that the resident might raise (e.g., amounts in the Notices or defective service, etc.)? [blank]  
If so, briefly explain. \_\_\_\_\_

**FOR VIOLATIONS OF PARK'S RULES AND REGULATIONS**

21. Describe conduct or rules violation issues (include paragraph numbers from the Park's Rules that apply to the conduct issues).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22. Are there any witnesses to the conduct or rules violation issues? [blank]  
If YES, state the name(s), address(es) and telephone number(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23. Do you know of any illegal activity that may be taking place at the home?

If YES, please provide details of each incident, including any weapons, threats, and arrests made (include copies of any police reports).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR ABANDONMENT MATTERS**

24. Date mobilehome abandoned. \_\_\_\_\_

25. Time period rent owed \_\_\_\_\_ to \_\_\_\_\_  
month/day/year month/day/year

26. TOTAL AMOUNT OWING \$ \_\_\_\_\_

**FOR WAREHOUSE LIEN MATTERS – NO UD NEEDED**

27. Date 60 Day Notice Expires. \_\_\_\_\_. Suggest that 60 – Day notices be sent to HK no later than 45 days after service so they can be put into our system
28. If the home is to be sold at a warehouse lien sale, do you want the home to be removed upon sale to a third party? \_\_\_\_\_
29. Need supporting 60 – Day Notice and Proof of Service
30. Need Current Title Report for mobilehome
31. Need Current Rent Statement and Folio