

**NOTICE OF INCREASE IN LOT RENTAL AMOUNT
DUE TO PASS-THROUGH CHARGE**

TO: Home Owners of [Name of Mobile Home Park] (Park)
Board of Directors of [Name of Homeowners' Association (if applicable)] (HOA)

FROM: [Name of Mobile Home Park Owner]

DATE: [current date]

RE: Notice of Increase in Lot Rental Amount Due to Pass-through Charge

Pursuant to Section 723.037, and Section 723.046 (if applicable), Florida Statutes, this serves as a 90-day notice of a lot rental amount increase due to a pass-through charge for [Name of Mobile Home Park](Park). The lot rental amount increase due to the pass-through charge will be effective [effective date].

The park has been mandated by [governmental entity] to make a capital improvement consisting of [specify the direct cost and impact or hookup fees for a governmentally mandated capital improvement].

Pursuant to Chapter 723, each homeowner will be assessed a proportionate share of the necessary and actual direct costs and impact or hook-up fees for this governmentally mandated capital improvement which may include the necessary and actual direct cost and impact or hookup fees incurred for capital improvements required for public or private regulated utilities. Each homeowner's total proportionate share is \$_____, payable on a [specific time period: monthly, quarterly, etc.] basis.

The following home owners are receiving notices of increase in lot rental amount due to pass-through charge:

(Affected home owners must be identified by lot number, name, group or phase.)

Examples:

(All home owners of the mobile home park.)

(Home owners of lots numbered 1,2,3,4,5; 10 through 30 and 50 through 80)

(Home owners of all lots in Phase III)

If you wish to determine the names and addresses of the individuals who will be receiving notices of lot rental amount increases in addition to you, the park office shall make the names and addresses available upon request.

The Board of Directors of the Homeowner's Association *[if one has been formed]* has also been sent a copy of this notice.

**The park owner is required to retain a copy of the notice in accordance with Rule 61B-32.002(2), Florida Administrative Code. The Park owner is required to retain for three years a written summary of the materials factors for the increase in the lot rental amount (Section 723.037(4)(b), Florida Statutes).*

(Cont.)

PAYMENT OPTIONS FOR CAPITAL IMPROVEMENTS FOR A WATER OR SEWER SYSTEM

Option 1 (If total pass-through charge per home owner is \$200.00 or less):

A single payment of \$_____ is due and payable on *[effective date]*.

Option 2 (If total pass-through charge per home owner exceeds \$200.00):

Each affected home owner may select from among the following options for payment of the pass-through charge:

(1) Payment in full (\$_____) within 60 days of notification of the charge, which date is _____; or

(2) Payment of the pass-through charge, amortized with interest as follows: A payment of \$_____, with interest at _____% due and payable on *[effective date]* and continuing each [time period, i.e., month, year, etc.] _____ thereafter for a total _____[number of payments] payments. *[The actual language must be determined by the term of the local ordinance.]*

[Pursuant to Section 723.046, Florida Statutes, the total charge to the home owner shall be amortized with interest over the same duration and at the same rate as allowed for a single-family home under the local government ordinance. If no amortization is provided for a single house, then the period of amortization by the municipality, county, or special district shall not be less than years.]