

INSTRUCTIONS FOR FILING A MOBILE HOME COMPLAINT

Please submit your complaint on the "Mobile Homes Complaint Form". Legibly print or type all of the information you supply on the form.

In order to expedite the processing of your complaint; please attach documentation that supports your allegations. Such documentation may include notices, rental agreement, canceled checks, receipts, and statements from other homeowners corroborating one or more of your allegations. If at all possible, submit clean copies of your documentation. Any documentation you submit with the complaint will become part of the Division's file. Make sure you sign the complaint form in the space provided at the bottom of page 2. If you wish, you can attach the signatures of other persons who may wish to join in on your complaint.

Please understand that the complaint and any documentation, which you attach, is a matter of public record. Accordingly, any person may inspect the case file and may obtain copies of any of the materials in the file. Therefore, the Division cannot protect your identity.

Also, please understand that the Division can investigate only alleged violations of the provisions in Chapter 723, Florida Statutes, and Chapters 61B-29 through 61B-35, Florida Administrative Code, pertaining to mobile homes parks and subdivisions. Examples of complaints that the Division routinely investigates:

- An improper or undelivered prospectus
- Improper "pass on" and "pass through" charges
- Improper notification of rent increases and rule changes
- Right to install appliances
- Prohibited guest fees
- Restrictions on the sale of mobile homes
- Improper notifications of a park sale
- Failure of the park owner to attend meeting with the Designated Homeowner's Committee or to provide specific reasons for rental increases

The Division has no authority to enforce a park owner's general obligations, contained in section 723.022, Florida Statutes, or to determine whether increases or rule changes are unreasonable.

**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
DIVISION OF FLORIDA CONDOMINIUMS, TIMESHARES, AND MOBILE HOMES**

MOBILE HOME COMPLAINT FORM

*INSTRUCTIONS: To expedite your complaint it is helpful if this form is typewritten or legibly printed and each question answered fully. **If available, attach supporting or clarifying documents and items pertaining to the issues listed in this complaint.***

1. Name _____
Street Address _____ Lot Number _____
City _____ County _____ State _____ Zip _____
Home Phone (____) _____ Work Phone (____) _____
Cell Phone (____) _____ E-Mail Address _____
Name of Homeowner's Association: _____

2. Complaint Filed Against: **(Insert name of one only)**
Park Owner / Manager _____
or
Name of HOA President _____
Address _____
Phone (____) _____
Name of Mobile Home Park _____

3. Has the above been notified of the issues in this complaint? Yes No
If yes, what was the method of notification? _____

4. Approximate number of lots in the mobile home park? _____

5. Do you own your mobile home and lease your lot? Yes No

6. What is the approximate size of your mobile home including the hitch?
Width _____ Length _____

7. Is your home titled as a mobile home or a recreational vehicle?
Mobile Home Recreational Vehicle
If available, please submit a copy of the title.

8. Did you bring a mobile home into the park or did you purchase a previously owned home already situated on a lot within the park.
Moved New Mobile Home into Park Previously Owned Home (Check One)

If you purchased a previously owned home, was the park owner the owner of record of the home?

Yes No

9. Have you signed a written lease? Yes No .
If available, please submit a copy with this complaint.

10. Has Court Action Been Filed? Yes No If yes, please provide details including case number and county where the case was filed.

11. List each violation of the Florida Mobile Home Act that you allege to have occurred. Please specify the provision(s) of the Act you believe to have been violated. Please attach copies of any documentation that will support your allegations (i.e., notice of change in rental amount, rules/regulations, or decrease in services or utilities, rental agreements, canceled checks, receipts, etc.).

This form should be signed and submitted to the Division of Florida Condominiums, Timeshares, and Mobile Homes, 2601 Blair Stone Road, Tallahassee, Florida 32399-1030 (e-mail: <http://www.myfloridalicense.com/contactus/>) (Telephone: 850-488-1122). Upon submission, this form and all information contained herein, fall within the provisions of Chapter 119, Florida Statutes, Florida's Public Record Law. Accordingly, any person may inspect the case file and may obtain copies of any of materials in the file.

I hereby request the Division of Florida Condominiums, Timeshares, and Mobile Homes to review the violation(s) herein alleged. I understand that the Division may take action on this complaint pursuant to the provisions of Section 723.006, Florida Statutes. I further understand that the Division does not represent my private interests or me and that any action taken by the Division will be on behalf of the State of Florida. My signature below certifies the authenticity of this complaint.

Signature of Complainant

Date