

State of Vermont
Department of Housing and Community Development
Deane C. Davis Building – 6th Floor [phone] 802-828-3080
One National Life Drive
Montpelier, VT 05620-0501

*Agency of Commerce and
Community Development*

MEMORANDUM

To: Vermont Mobile Home Park Owners
From: Department of Housing & Community Development
Re: **2024 Lot Rent Increase Form and CPI for Mediation**
Date: October 4, 2023

The twelve-month change in the consumer price index housing component (CPI-Housing) for the period ending in August was 5.7%, therefore, according to 10 V.S.A. Sect. 6252 and the Housing Division Rules, Part II, the Department has determined the threshold for lot rent increases to be eligible for mediation for calendar year 2024 will be 6.7%. (CPI-Housing plus one percent)

Enclosed please find the updated form required for any lot rent increase going into effect during 2024. A fillable version of this form is also available on the Department's website. The completed form must be given to the leaseholders and the Commissioner of Housing and Community Development at least 60 days before the effective date of the increase regardless of the amount or percent of increase.

The form consists of two pages: "Notice of Mobile Home Park Lot Rent Increase" and "Lot Rent Increase Worksheet". After you complete both pages of the form make enough copies to give one to each leaseholder and one to the Commissioner. You can email the Commissioner's copy to arthur.hamlin@vermont.gov.

When completing the worksheet carry out the percent of increase two decimal places. Wrong or incorrect amounts may cause the increase to be invalid. Lot rent increases of more than 6.70% are eligible for mediation by a majority of the affected leaseholders.

Any portion of the increase attributable to recovery of the estimated costs of a capital improvement should be included as a surcharge and requires an affidavit to the Commissioner stating; 1) the estimated costs of the improvements, 2) the expected date of completion of the improvements, and 3) time frame required for the surcharge to provide for recovery of the cost of the improvements. We recommend using the form affidavit from our website.

Please contact us if you have any questions or would like our staff to review the form before you give it to the leaseholders. Failure to give proper notice of any lot rent increase at least 60 days in advance renders the increase invalid and can delay the increase and require you to refund any increased lot rent to your leaseholders. 10 V.S.A. Section 6251 (c)

A fillable form is available on our website: accd.vermont.gov/housing/mobile-home-parks

