

Annual Report Filing Guide
Applicable to Landlords of Mobile Home Parks

Pursuant to Nevada Revised Statutes (“NRS”) 704.960 each landlord of a Mobile Home Park (“MHP”) must file an annual report (“report”) with the Public Utilities Commission of Nevada (“Commission”). Landlord is defined in NRS 118B.014 as the owner or lessor of a manufactured home park. Nevada Administrative Code (“NAC”) 704.987 requires the report to be filed on or before on or before March 30th of the year following the calendar year for which the report is submitted. There is no grace period.

NAC 704.987 specifies the contents of the report. All MHPs must submit the report form below for the calendar year.

NRS 703.193 requires that the report be submitted under oath. You should retain copies for your files.

Please file the completed report with Oath by mailing or hand-delivering the completed forms to either of the Commission’s Offices or electronically filing the forms in accordance with the Commission’s electronic filing requirements.

Commission’s Offices:

Public Utilities Commission of Nevada
1150 East William Street
Carson City, NV 89701-3109

Or

9075 W. Diablo Drive, Suite 250
Las Vegas, NV 89148-7674

The Commission’s electronic filing requirements are available on the Commission’s website at <http://puc.nv.gov>

Be sure to note the Docket Number when filing.

Failure to submit the complete report as described above may subject you to an administrative fine of up to \$1,000 per day for each day of the violation pursuant to NRS 703.380, and/or other remedies available to the Commission.

If the mailing address or contact information for your MHP has changed from the last report, you must notify the Commission in writing of the change immediately. This is also required for any future changes.

Please note that your report, once filed, will become a public record, unless you request portions of it to be treated as confidential. Please follow the Commission’s procedures which are located in NAC 703.5274.

If you have any questions regarding your responsibilities with regard to filing your report, please contact the Financial Analysis Division of the Regulatory Operations Staff of the Commission in Carson City at (775) 684-6155.

MOBILE HOME PARK ANNUAL REPORT

Calendar Year _____

Docket Number _____

for

Park Name: _____

Physical Address: _____

City State Zip: _____

Telephone: _____

Section 1 – General Information

A) Name, address, telephone number, and e-mail address of mobile home park landlord/owner(s):

Beginning of Year: Name: _____
 Address: _____
 City, State, Zip _____
 Phone: _____
 E-mail: _____

End of Year: (enter any changes here)

No changes Name: _____
 Address: _____
 City, State, Zip _____
 Phone: _____
 E-mail: _____

Alternate Contact Information: **Use this contact for all correspondence**

Name: _____
Address: _____
City, State, Zip _____
Phone: _____
E-mail: _____

B) Name and telephone number of the park manager:

Manager Name: _____
Manager Phone: _____

Section 2 – Mobile Home Park Spaces

Total number of mobile home park spaces: _____

Number of MHP spaces occupied on December 31: _____

Section 3 – Utility Service Information

A) Name of the utility supplying Natural Gas/Propane Service to the mobile home park:

Gas Company: _____

d/b/a: _____

(Circle one) **Natural Gas** **Propane**

Does the natural gas/propane utility bill the tenants directly for their natural gas/propane service?

Yes **No** (Please circle one) *If Yes, skip to Section 3B.*

Does the mobile home park include the charges for natural gas/propane in the rent at no extra cost?

Yes **No** (Please circle one) *If Yes, skip to Section 3B.*

Does the mobile home park separately identify and bill for natural gas/propane service in addition to rent on the tenants' bills?

Yes **No** (Please circle one) *If Yes, please complete Reconciliation Schedule on page 10.*

Is a late charge* assessed for late payment of natural gas/propane service charges?

Yes **No** (Please circle one) *If Yes, please indicate the amount of the late charge: \$ _____*

B) Name of the utility supplying Electric Service to the mobile home park:

Electric Company: _____

d/b/a: _____

Does the electric utility bill the tenants directly for their electric service?

Yes **No** (Please circle one) *If Yes, skip to Section 3C.*

Does the mobile home park include the charges for electricity in the rent at no extra cost?

Yes **No** (Please circle one) *If Yes, skip to Section 3C.*

Does the mobile home park separately identify and bill for electric service in addition to rent on the tenants' bills?

Yes **No** (Please circle one) *If Yes, please complete Reconciliation Schedule on page 10.*

Is a late charge* assessed for late payment of electric service charges?

Yes **No** (Please circle one) *If Yes, please indicate the amount of the late charge: \$ _____*

* Pursuant to NAC 704.988 the assessed late charge may not be more than the tenant would pay the utility for the same delinquency.

C) Name of the utility supplying Water Service to the mobile home park (if park-owned well, please indicate): Park-owned well: **Yes No**

Water Company: _____

d/b/a: _____

Does the water utility bill the tenants directly for their water service?

Yes No (Please circle one) *If Yes, then skip to Section 4.*

Does the mobile home park include the charges for water in the rent at no extra cost?

Yes No (Please circle one) *If Yes, then skip to Section 4.*

Does the mobile home park separately identify and bill for water service in addition to rent on the tenants' bills?

Yes No (Please circle one) *If Yes, please complete Reconciliation Schedule on page 10.*

Is a late charge* assessed for late payment of water service charges?

Yes No (Please circle one) *If Yes, please indicate the amount of the late charge: \$ _____*

Section 4 - Master Meter Utilities

Does the mobile home park have a master meter system in place for natural gas/propane service?

Yes No (Please circle one)

Does the mobile home park have a master meter system in place for electric service?

Yes No (Please circle one)

Does the mobile home park have a master meter system in place for water service?

Yes No (Please circle one)

* Please **circle** each utility service that has individual meters for each space: (Gas) (Electric) (Water)

Section 5 – Tenant Service Charge

Has a tenant service charge been charged to the tenants for natural gas utility service during the past year?

Yes No (Please circle one) *If Yes, please complete the Natural Gas Schedules I and II.*

Has a tenant service charge been charged to the tenants for electric utility service during the past year?

Yes No (Please circle one) *If Yes, please complete the Electric Schedules I and II.*

Has the mobile home park maintained an interest bearing tenant service charge account during the past year?

Yes No (Please circle one) *If Yes, please include a copy of the bank statement through December 31st. **Please redact (black out) any confidential information such as bank account number, Social Security Number or Employer Identification Number in the bank statement, or file the information confidentially pursuant to the Commission's procedures in NAC 703.5274.***

*Pursuant to NAC 704.988 the assessed late charge may not be more than the tenant would pay the utility for the same delinquency.

**NATURAL GAS
SCHEDULE I**

Complete if Tenant Service Charges for natural gas/propane service are assessed and collected

MONTH	SERVICE CHARGE PER TENANT	X	NO. OF TENANTS	=	TOTAL BILLED	TOTAL COLLECTED (to Schedule II)
JANUARY						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

**NATURAL GAS
SCHEDULE II**

Summary of Tenant Service Charge Deposits and Disbursements

DEPOSITS

DATE	TOTAL COLLECTED (from Schedule I)	TOTAL DEPOSITED	DIFFERENCE (explanation required)
Totals:	\$	\$	\$

DISBURSEMENTS

DATE	DESCRIPTION	PUC DOCKET NUMBER	TOTAL DISBURSEMENTS
Total:			\$

- A.) Account Balance from Previous Year ----- \$ _____
- B.) Interest Earned This Year ----- + \$ _____
- C.) Total Account Service Charges ----- + \$ _____
- D.) Total Disbursements ----- - \$ _____
- E.) Year End Account Balance ----- = \$ _____

**ELECTRIC
SCHEDULE I**

Complete if Tenant Service Charges for electric service are assessed and collected

MONTH	SERVICE CHARGE PER TENANT	x	NO. OF TENANTS	=	TOTAL BILLED	TOTAL COLLECTED (to Schedule II)
JANUARY						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

**ELECTRIC
SCHEDULE II**

Summary of Tenant Service Charge Deposits and Disbursements

DEPOSITS

DATE	TOTAL COLLECTED (from Schedule I)	TOTAL DEPOSITED	DIFFERENCE (explanation required)
Totals:	\$	\$	\$

DISBURSEMENTS

DATE	DESCRIPTION	PUC DOCKET NUMBER	TOTAL DISBURSEMENTS
Total:			\$

A.) Account Balance from Previous Year ----- \$ _____

B.) Interest Earned This Year ----- + \$ _____

C.) Total Account Service Charges ----- + \$ _____

D.) Total Disbursements ----- - \$ _____

E.) Year End Account Balance ----- = \$ _____

Reconciliation Schedule

Utility Charges and Collections

Year Ending December 31, _____

NATURAL GAS / PROPANE SERVICE

Total Amount Utility Charged the Park ----- \$ _____

Total Amount the Park Collected from Tenants ----- \$ _____

ELECTRIC SERVICE

Total Amount Utility Charged the Park ----- \$ _____

Total Amount the Park Collected from Tenants ----- \$ _____

WATER SERVICE

Total Amount Utility Charged the Park ----- \$ _____

Total Amount the Park Collected from Tenants ----- \$ _____

OATH

I, _____, on behalf of _____ declare under
[name of signatory] [regulated entity]

penalty of perjury under the laws of the State of Nevada that I have carefully examined the foregoing information provided to the Public Utilities Commission of Nevada, and declare it to be a complete and correct statement to the best of my knowledge, information and belief; and that I have the authority to make these representations and to bind the regulated entity on whose behalf I am providing this information. I further declare that the foregoing information has been prepared by me or under my direction from the original books, papers and records of the regulated entity and that any accounts and/or figures provided embrace all the relevant financial operations of the regulated entity during the period of time for which the information is provided.

Printed Name: _____

Title: _____

Date: _____

Signature: _____