



February 2020

## “Home Owner Notice” Instructions

Under state law,<sup>1</sup> mobile home park landlords must post the enclosed “Home Owner Notice,” in English and Spanish, in their mobile home park **within one (1) week** of receiving the Notice from the Division of Housing.

Landlords can download and print additional copies of the Home Owner Notice, in English and Spanish, anytime from the Program website:

<https://cdola.colorado.gov/mobile-home-park-oversight-program>.

### Where to Post:

- Landlords must post and maintain the Home Owner Notice in a clearly visible location in **every community hall or recreational hall** (e.g. clubhouse) in the mobile home park.<sup>2</sup>
- If no community hall or recreational hall exists, then landlords must post and maintain the Home Owner Notice at the **rent drop box or another common area** in the park, in a clearly visible and accessible location.<sup>3</sup>
  - If there is nowhere to post the Notice at the rent drop box or another common area in the park, the landlord may need to make

<sup>1</sup> Sections 38-12-1104(2)(a) and (c), C.R.S., [https://drive.google.com/file/d/158pjRCMCDRCrdjqJM-51K8kUu\\_3it\\_xCL/view](https://drive.google.com/file/d/158pjRCMCDRCrdjqJM-51K8kUu_3it_xCL/view).

<sup>2</sup> Section 38-12-1104(c), C.R.S., and 8 CCR 1302-15(5.1), <https://drive.google.com/file/d/1sYhA9quO4XBokY8n7UG2dyXsDgMkshkk/view?,authuser=0>.

<sup>3</sup> 8 CCR 1302-15(5.1).





- or buy a wooden display box, yard sign, sandwich board, or similar item to display the Notice.
- If no community/recreational hall or rent drop box exists, other common areas the landlord may consider posting the Notice include outside the management office, by tenant mailboxes, at the park entrance, on the online rent payment portal, or by community dumpsters, as long as tenants can access and regularly use the area.
  - If none of the above common areas exist, the landlord should contact the Division in **writing** by email (preferred, [MHPOP@state.co.us](mailto:MHPOP@state.co.us)) or post mail (MHP Oversight Program, c/o Jessi Lehew, Division of Housing, 1313 Sherman St. #320, Denver, CO 80203) as soon as the landlord gets this Notice from the Division to discuss.

### How to Post:

Landlords must post and maintain the Home Owner Notice in the form authorized by the Division<sup>4</sup> that is described below:

- Landlords shall laminate each page of the Home Owner Notice, in English and Spanish, or place each page of the Notice in a clear, plastic cover, to help protect the Notice from damage.
  - Landlords can buy a package of self-sealing laminating sheets (no machine required) or clear plastic document sleeves/ protectors for under \$10 from stores like Amazon, Michaels, Office Depot/Office Max, Staples, Target, and Walmart.

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<sup>4</sup> 8 CCR 1302-15(5.1).





- If the Home Owner Notice is posted **outdoors**, landlords shall take additional steps as needed to help protect the Notice from damage, like posting the Notice under an awning or in a wood/metal/plastic box with a clear front that allows home owners to read the Notice.
- If, after posting, one or more pages of the English or Spanish version of the Home Owner Notice becomes **missing or damaged**, the landlord shall replace the missing or damaged page(s) of the Notice within one (1) week.
  - Landlords can download and print additional copies of the Home Owner Notice in English and Spanish from the Program website: <https://cdola.colorado.gov/mobile-home-park-oversight-program>.

#### Accessibility:

- A landlord must provide the Home Owner Notice in an accessible format for any home owner with disabilities (e.g. Braille or audio recording) upon request.<sup>5</sup>
- Free audio recordings of the Notice will be available on the Division's website at [cdola.colorado.gov/mobile-home-park-oversight-program](https://cdola.colorado.gov/mobile-home-park-oversight-program).

#### Sharing Copies with Home Owners:

In addition to posting the Home Owner Notice in the mobile home park, landlords must:

- Provide a paper copy of the required Home Owner Notice to each home owner within one (1) week of receiving the Notice from the Division and

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<sup>5</sup> 8 CCR 1302-15(5.1).





on an annual basis, by posting it on the door of every home owner's mobile home.<sup>6</sup> The copies of the Notice do not need to be laminated or in plastic sleeves.

- Provide a paper copy of the required Home Owner Notice with each new/renewed lease executed with a home owner.<sup>7</sup> Similarly, these copies do not need to be laminated/in plastic sleeves.
- If the landlord knows an individual home owner prefers to read in either English or Spanish, the landlord may give a copy of the Notice to the home owner in the language they prefer (instead of in both English and Spanish). However, if the landlord is not sure which language the home owner prefers to read, the landlord shall provide the home owner a copy of the Notice in both English and Spanish.

### Get Program Updates Faster

Email the Mobile Home Park Oversight Program at [MHPOP@state.co.us](mailto:MHPOP@state.co.us) to join the stakeholder email list. The email list is the fastest way to learn about opportunities to give your feedback to the Program and get important updates.

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<sup>6</sup> 8 CCR 1302-15(5.2).

<sup>7</sup> 8 CCR 1302-15(5.3).

