

**APPLICATION FOR MOBILE HOME OR RECREATIONAL VEHICLE
PARK VACANCY ADJUSTMENT
FISCAL YEAR 2024-25 FIRE PROTECTION SERVICES SPECIAL ASSESSMENT
Application Deadline – May 1, 2024
(PLEASE READ THE ENTIRE APPLICATION FORM CAREFULLY BEFORE SIGNING APPLICATION)**

AUTHORITY

In accordance with authority granted under City of Leesburg Resolution No. 9580, Section 14, each owner of Mobile Home or Recreational Vehicle (RV) Park property shall be afforded the opportunity to demonstrate, in the manner described below, the vacancy rate in space occupancy within such property and receive a vacancy adjustment to the Fire Protection Assessments imposed upon such property.

REQUIRED INFORMATION

In order to apply for a mobile home or recreational vehicle vacancy adjustment under the Fiscal Year 2024-25 Fire Protection Services Special Assessment Program, the applicant shall file with the City this application, under oath, which provides the following required information necessary to demonstrate entitlement to the mobile home or recreational vehicle vacancy adjustment (PLEASE PRINT CLEARLY):

1. Name and address of Owner of the Mobile Home/RV Park Property:

Owner Name: _____ Owner Address: _____

2. Property Physical Address, Tax Parcel ID #(s) for the Mobile Home/RV Park Property:

Property Physical Address: _____

Tax Parcel ID #: _____

VACANCY RATE CALCULATION

The vacancy rate for the Fiscal Year 2024-25 Fire Protection Services Special Assessment Program shall be defined as the percentage of available spaces within a Mobile Home or Recreational Vehicle Park that were vacant between January 1, 2023 through and including December 31, 2023 and shall be calculated as follows:

Exact Number of Permitted Sites within the Mobile Home or RV Park _____ A
(not including overflow areas)

Times (x) Days in Reporting Period _____ (x 365) B

Total Possible Space Nights _____ C

A x B = C (Example: 100 sites x 365 days = 36,500)

Actual Space Nights _____ D

Sum of Number of Actual Occupied Spaces for Each Day in Calendar Year

Occupancy Percentage _____ E

D/C = E (Example: 12,500/36,500 = 34.2%)

Vacancy Rate _____ F

Subtract E from 100% (Example: 100% – 34.2% = 65.8%)

APPROVAL PROCEDURE

Eligibility for a Mobile Home or Recreational Vehicle Vacancy Adjustment will be determined by the City Manager or his designee based on evidence of a vacancy rate provided herein by the Property Owner on or before May 1, 2024 for the Fiscal Year 2024-25 Fire Assessment Program.

The City Manager or designee may adjust any Fire Protection Assessment imposed for the Fiscal Year beginning October 1, 2024 upon a parcel of Mobile Home or Recreational Vehicle Park property whose Owner timely and satisfactorily demonstrates by affidavit that such parcel has experienced vacancies by multiplying the Vacancy Rate (expressed as a decimal) by the Fire Protection Assessment attributable to the Mobile Home or RV spaces on the parcel of Mobile Home or Recreational Vehicle Park property and reducing the assessment by an equivalent amount.

AFFIDAVIT

I hereby swear or affirm that the information I have provided in this application is true and correct.

Owner Signature

Date

SUBMIT COMPLETED APPLICATION TO:

City of Leesburg
Attn: Leesburg Fire Protection Assessment
501 West Meadow Street
Leesburg, Florida 34748
(352) 728-9700