

# Mobile Home Owners

## Verification of 2003 and 2004 Mobile Home Park Site Fees

(Use blue or black ink. See instructions for completion on back.)

### Part I — To Be Completed by Applicant (Part II to be completed by mobile home park owner or manager)

Social Security Number \_\_\_\_\_ Spouse's Social Security Number \_\_\_\_\_

Name \_\_\_\_\_  
Last Name, First Name, and Initial (Joint filers enter first name and initial of each - Enter spouse's last name ONLY if different)


Address \_\_\_\_\_  
Street City State Zip Code

Mobile Home Park Site # \_\_\_\_\_


	2003	2004
A. Did you occupy your mobile home with someone other than your spouse and share site fees with them? If you (and your spouse) were the sole occupant(s), check "No."	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
B. If yes, indicate the share (percentage) of the site fees that you (and your spouse) paid. If you (and your spouse) were the sole occupant(s), enter 100%.	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> %

### Part II — To Be Completed by Mobile Home Park Owner or Manager

#### Column A — 2003 Site Fees

- Total site fees due under agreement with mobile home park ..... \$ \_\_\_\_\_  

- Total site fees paid by resident(s) ..... \$ \_\_\_\_\_

#### Column B — 2004 Site Fees

- Total site fees due under agreement with mobile home park ..... \$ \_\_\_\_\_  

- Total site fees paid by resident(s) ..... \$ \_\_\_\_\_

I certify that I am the owner or manager of \_\_\_\_\_, where the above mobile home site is located. I further certify that the above-stated amounts of site fees due and paid for calendar years 2003 and 2004 are true and accurate to the best of my knowledge.

\_\_\_\_\_  
(Name) (Title) (Phone)

### Part III — To Be Completed by Applicant

#### Column A — 2003

- Total number of residents (including applicant) who shared site fees. (Spouses filing joint application count as one (1) occupant) \_\_\_\_\_
- Total site fees paid by all residents living at this address. (Enter amount from Part II, Line 2, Column A) ..... \$ \_\_\_\_\_
- Share (percentage) of site fees that you (and your spouse) paid in 2003 from Part I, Line B. (Enter this number as a decimal. For example, if the share is 50%, enter 0.50. If you were the sole occupant, enter 1.00) ..... × \_\_\_\_\_
- Total site fees paid by you (and your spouse) (Line 4 × Line 5). **Enter in space for site fees at Line 14, Form PTR-1** ..... \$

#### Column B — 2004

- Total number of residents (including applicant) who shared site fees. (Spouses filing joint application count as one (1) occupant) \_\_\_\_\_
- Total site fees paid by all residents living at this address. (Enter amount from Part II, Line 2, Column B) ..... \$ \_\_\_\_\_
- Share (percentage) of site fees that you (and your spouse) paid in 2004 from Part I, Line B. (Enter this number as a decimal. For example, if the share is 50%, enter 0.50. If you were the sole occupant, enter 1.00) ..... × \_\_\_\_\_
- Total site fees paid by you (and your spouse) (Line 4 × Line 5). **Enter in space for site fees at Line 13, Form PTR-1** ..... \$

(If you complete this form, be sure to enclose it with your Form PTR-1 application.)

# Form PTR-1B – Instructions

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## Part I – To Be Completed by Applicant

**Social Security Number.** If your marital status as of December 31, 2004, was single, you must enter your social security number in the space provided on Form PTR-1B. If your marital status as of December 31, 2004, was married, you must report both spouses' numbers in the order in which the names are listed on the application. If you were married but living apart from your spouse, and you do not have access to or receive support from your spouse's income, you are considered "Single" for purposes of the property tax reimbursement and you should enter only your social security number on Form PTR-1B.

**Name and Address.** Print or type your name (last name first) and complete address of the property for which you are claiming the reimbursement in the spaces provided. Also include your spouse's name if filing jointly.

**Mobile Home Park Site Number.** Enter the mobile home park site number of the principal residence for which you are claiming the reimbursement in the space provided.

- A. Multiple Occupants.** Check "Yes" only if you occupied your mobile home with someone else (other than your spouse) and shared mobile home site fees with them. For example, you live in your mobile home with your sister. If you (and your spouse) were the sole occupant(s), check "No."
- B. Percentage of Site Fees Paid.** If you answered "Yes" to Question A, enter the share (percentage) of the site fees that you (and your spouse) paid. For example, if you and your sister live in your mobile home and you both pay one-half of the site fees, you must enter 50% as your share. If you (and your spouse) were the sole occupant(s), enter 100%.

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## Part II – To Be Completed by Mobile Home Park Owner or Manager

Enter the appropriate amounts for calendar years 2003 and 2004 as follows:

**Line 1.** Enter the amount of site fees due under the mobile home park agreement entered into with the resident(s).

**Line 2.** Enter the total amount of mobile home site fees paid by, or on behalf of, the resident(s). Enter only amounts actually due and paid for each calendar year.

Compare Lines 1 and 2 for each calendar year.

- If Line 2 is equal to Line 1 for both years, complete the certification portion of Form PTR-1B.
- If Line 2 is **not** equal to Line 1 for both years, the applicant is not eligible for a property tax reimbursement. **Do not complete the certification portion of Form PTR-1B.**

**Certification.** Complete the certification portion of Form PTR-1B.

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## Part III – To Be Completed by Applicant

**Line 3 - Total Number of Residents.** Enter the total number of residents who lived in your mobile home and shared site fees for each calendar year. If you are filing a joint application with your spouse, you and your spouse count as one resident.

**Line 4 - Total Site Fees Paid.** Enter the total site fees paid for each calendar year by all residents who lived in the mobile home for which you are claiming a property tax reimbursement. (Enter amount from Part II, Line 2.)

**Line 5 - Percentage of Site Fees Paid.** Enter your share (percentage) of site fees paid from Part I, Line B for each calendar year. Enter this number as a decimal. For example, if you lived in your mobile home with your sister and you both paid 50% of the site fees, enter 0.50 on Line 5. If you (and your spouse) were the sole occupant(s), enter 1.00.

**Line 6 - Total Site Fees Paid by Applicant.** Multiply the amount on Line 4 by the decimal on Line 5 and enter the result in the box at Line 6 for each calendar year.