

# Notice of Closure of Manufactured Dwelling Park

Date of Mailing: \_\_\_\_\_

Resident Name(s): \_\_\_\_\_

Resident Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Park Name: \_\_\_\_\_

Park Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Dear Resident:

As the owner/landlord of \_\_\_\_\_, we have decided to [close the park] [close the portion of the park] in which the site of your manufactured dwelling is located and convert the land to a different use. This notice serves as notice of the termination of your tenancy.

Please read the following information. It is provided to you in accordance with Oregon law ORS 90.645.

1. **Closure date:** The park will close on: \_\_\_\_\_

2. **Contact Information for owner/landlord agent:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, and ZIP: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**3. Tax notice and instructions:** Attached to this notice is a form titled Manufactured Dwelling Park Closure Credit (OR-MPC #150-101-178) and Instructions. The form and instructions can be found on the Department of Revenue website:

- Form: [https://www.oregon.gov/dor/forms/FormsPubs/schedule-or-mpc\\_101-178.pdf](https://www.oregon.gov/dor/forms/FormsPubs/schedule-or-mpc_101-178.pdf)
- Instructions: [https://www.oregon.gov/dor/forms/FormsPubs/schedule-or-mpc-instr\\_101-178-1.pdf](https://www.oregon.gov/dor/forms/FormsPubs/schedule-or-mpc-instr_101-178-1.pdf)

The eligibility requirements for the tax credit are the following:

- Owned your manufactured dwelling.
- Rented space in the closing park for your manufactured dwelling.
- Occupied your manufactured dwelling as your principal residence.
- Received a notice that the park was closing while you owned and occupied the manufactured dwelling.
- Moved out of the manufactured dwelling park, along with all household members, because of the park closure notice.

**4. Payments to tenant:** The Owner/Landlord is required to pay tenant when a park or portion of a park that tenant resides is closed. The amounts are updated annually based on the Consumer Price Index (CPI) and posted on the MMCRC website. The current CPI information can be found at [https://data.bls.gov/timeseries/CUUR0000SA0&output\\_view=pct\\_12mths](https://data.bls.gov/timeseries/CUUR0000SA0&output_view=pct_12mths) or on the MMCRC website: <https://www.oregon.gov/ohcs/mmcrc/Pages/index.aspx>.

**5. Applicable statute and definitions:** You can find and refer to ORS 90.645, ORS 90.650, and ORS 90.100 for descriptions of the requirements for manufactured housing park closures, and the applicable definitions of terms, at this web address: [https://www.oregonlegislature.gov/bills\\_laws/ors/ors090.html](https://www.oregonlegislature.gov/bills_laws/ors/ors090.html)

Sincerely,

(Owner/Landlord Agent)