

**State of Vermont**  
**Department of Housing and Community Development**  
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One National Life Drive  
Montpelier, VT 05620-0501

*Agency of Commerce and  
Community Development*

## MEMORANDUM

To: Vermont Mobile Home Park Owners  
From: Department of Housing & Community Development  
Re: **2025 Lot Rent Increase Form and CPI for Mediation**  
Date: October 1, 2024

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The twelve-month change in the consumer price index housing component (CPI-Housing) for the period ending in August was 4.4%, therefore, according to 10 V.S.A. Sect. 6252 and the Housing Division Rules, Part II, the Department has determined the mediation threshold for lot rent increases for calendar year 2025 will be 5.4%. (CPI-Housing plus one percent) The mediation threshold is not a cap or limit but means that increases more than 5.4% can be disputed by a majority of the leaseholders submitting a petition to the park owner and the Commissioner of DHCD.

Enclosed please find the updated form required for any lot rent increase going into effect during 2025. The completed form must be given to the Commissioner of Housing and Community Development and the leaseholders and at least 60 days before the effective date of the increase regardless of the amount or percent of increase.

The form consists of two pages: “Notice of Mobile Home Park Lot Rent Increase” and “Lot Rent Increase Worksheet”. After you complete both pages of the form make enough copies to give one to each leaseholder and one to the Commissioner. You can email the Commissioner’s copy to [arthur.hamlin@vermont.gov](mailto:arthur.hamlin@vermont.gov). A fillable version of the form is available on the Department’s website.

When completing the worksheet carry out the percent of increase two decimal places. Wrong or incorrect amounts may cause the increase to be invalid. Lot rent increases of more than 5.4% are eligible for mediation by a majority of the affected leaseholders.

Any portion of the increase attributable to recovery of the estimated costs of a capital improvement should be included as a surcharge and requires an affidavit to the Commissioner with 1) the estimated costs of the improvements, 2) the expected date of completion of the improvements, and 3) time frame required for the surcharge to provide for recovery of the cost of the improvements. We recommend using the form affidavit from our website.

Please contact us if you have any questions or would like our staff to review the form before you give it to the leaseholders. Failure to give proper notice of any lot rent increase at least 60 days in advance renders the increase invalid and can delay the increase and require you to refund any increased lot rent to your leaseholders. 10 V.S.A. Section 6251 (c)

For more information visit our website: [accd.vermont.gov/housing/mobile-home-parks](http://accd.vermont.gov/housing/mobile-home-parks)

