



March 27, 2026

City of Whitewater
Office of Neighborhood Services
312 W. Whitewater, WI 53190

RE: Property: Twin Oaks Mobile Home Park

To whom it may concern:

Please be advised that InCorp Services, Inc. is merely the Registered Agent for an entity to accept service of process documents on the entity's behalf and forward these to them. InCorp Services, Inc. has no involvement, knowledge, or association with the entities, their business operations, or their properties. Moreover, we do not have any ownership of the subject property in this notice.

We will need the exact name of the entity to be specified and have the document itself re-addressed with the correct entity name. We apologize, but we are unable to interpret and forward to the entity you intend to serve this document for with the way it is currently addressed.

We are returning to sender (yourself) the document per these reasons I have listed above. Thank you.

Regards,

Rosa Salinas
InCorp Services, Inc.– Service of Process Dept.
Toll Free: 800-246-2677



www.whitewater-wi.gov
Telephone: (262) 249-6701

Office of Neighborhood Services
312 W. Whitewater St.
Whitewater, WI 53190

[INITIAL LETTER]

March 9, 2026

INCORP SERVICES, INC.
100 WILBURN RD
STE 100
SUN PRAIRIE , WI 53590-1478

Dear Property Owner,

This letter serves to inform you that, as the owner of the **Twin Oaks Mobile Home Park**, you are responsible for complying with all applicable ordinance requirements. A copy of the applicable ordinance is enclosed for your review.

As part of these requirements, the Mobile Home Park License expires on **May 1, 2026**. To maintain a valid license, please **fill out and submit the Mobile Home Park License Application through the City's online portal at www.whitewater-wi.gov**.

If you have any questions or need assistance with the application process, please contact our office at (262) 249-6701 or mcodeenforcement@gmail.com.

Right to Appeal:

Pursuant to Section 20.04.100 of the City of Whitewater Municipal Code, any person affected by any notice or order issued in connection with the enforcement of any provision of this section may request and shall be granted a hearing before the Common Council. Requests for such hearings must be filed with the City Clerk no later than five (5) business days from the date of the final notice of the order.

We appreciate your attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "Allison Schwark".

Allison Schwark
Code Enforcement Officer
City of Whitewater

Enclosures

