

Application for Rent Increase Above Amount Permitted by Regulation

Step 1 – Contact Information for Landlord

Legal Name of Landlord/Agent: _____
 Address of Landlord/Agent: _____
 Telephone Number: _____ Fax Number: _____
 Email Address: _____

Step 2 – Information on Residential Complex

Name of Residential Complex: _____
 Address of Residential Complex: _____
 Year of construction: _____ Is complex registered as condominium? Yes No
 Is complex a mobile home park? Yes No
 Does the complex have coin-operated laundry? Yes No

Step 3 – Number of Rental Units

Bachelor/Studio _____ 1 - Bedroom _____ 2 - Bedroom _____
 3 - Bedroom _____ Other _____ Mobile home park units _____
Total

Step 4 – Services included in Rent

Heat Water Electricity
 Storage Facilities Cable/Satellite TV Laundry
 Parking Appliances Furniture
 Swimming Pool Sauna Air Conditioning: Central Wall
 Other (Specify) _____

Step 5 – Choosing Reporting Periods

(See Guide - Step 5)

	Current Period	Begins	/	/	
			_____	_____	_____
			month	day	year
		Ends	/	/	
			_____	_____	_____
			month	day	year
	Previous Period	Begins	/	/	
			_____	_____	_____
			month	day	year
		Ends	/	/	
			_____	_____	_____
			month	day	year

Date of first rent increase under this application: _____ / _____ / _____
month day year

Accounting method used (check one) Cash Accrual

Step 8 - Calculation of Allowable Portion of Capital Expenditures (attach invoices)

(See Guide - Step 8)

Date Incurred	Description	Total Cost	Allowable Fraction		Cost Allowable
				line 29	
				line 30	
				line 31	
				line 32	
				line 33	
				line 34	
				line 35	
				line 36	
				line 37	
				line 38	
				line 39	
				line 40	
Total Allowable (Add lines 29 to 40 inclusive)				line 41	↔

Step 9 - Calculation of Deficit

(See Guide - Step 9)

Enter amount from line 26 (Total Expenses-Current Period) line 42

Enter Total Mortgage Interest allowable line 43

Add: line 42 and line 43 line 44

Total Revenue: Enter Current Revenue from line 05 on page 2 line 45

Deficit: Subtract line 45 from line 44 line 46

(If line 45 is greater than line 44, enter 0 at line 46)

Step 10 - Calculation of Economic Adjustment

(See Guide - Step 10)

Multiply line 05 (Total Current Period Revenue) by the Annual Economic Adjustment Factor line 47

Divide line 46 (Deficit) by 3 line 48

Economic Adjustment or Deficit Allowance line 49

(line 47 or line 48, whichever is greater)

(If line 48 is greater than line 47, complete Schedule 1)

Step 11 - Calculation of the Value of a Change in Service

(See Guide - Step 11)

Describe change in service: _____

Outline method of calculating value: _____

Value of change in service (Use brackets if negative) line 50

Step 12 - Calculation of Allowable Rent Increase

(See Guide - Step 12)

Increase/Decrease in Operating Expenses (from line 28)	line 51	
Allowable Portion of Capital Expenditures (from line 41)	line 52	
Economic Adjustment or Deficit Allowance (from line 49)	line 53	
Change in Service (from line 50)	line 54	
Total Increase (Add lines 51 to 54 inclusive)	line 55	

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Step 13 - Allocation of Allowable Rent Increase

(See Guide - Step 13)

Option 1 Equal Percentage

Multiply line 55 (Total Increase) by 100]	line 57	
Multiply line 56 (Total Rent Roll from Schedule 2) by 12 (months)]	line 58	
Divide line 57 by line 58]	line 59	%

$$\frac{\text{(Total Increase)}}{\text{(Total Undiscounted Rent Roll)}} \times 100 = \frac{\text{}}{\text{x 12}} \%$$

Option 2 Equal Dollar

i) Divide line 55 (Total Increase) by 12 (months)]	line 60	
ii) Then divide line 60 by the total number of rental units in the Residential Complex]	line 61	

(i) $\frac{\text{(Total Increase)}}{\text{(12 Months)}} = \text{_____}$

(ii) $\text{_____} = \$ \text{_____}$ per suite per month
 (Total Rental Units)

Option Selected Option 1 Option 2

Step 14 - Certification/Authorization

(See Guide - Step 14)

I certify all information given in this application, including all schedules, to be true, correct and complete and that the information presents a consistent presentation for all reporting periods reported.

I authorize the Director of Residential Tenancies Branch to contact any individual or agency necessary to verify the information in this application.

Signature of Landlord

Date

This application, with Schedule 1 (if applicable) and Schedules 2, 3 and 4 and invoices for all capital expenditures, must be filed with the Director of Residential Tenancies Branch within 14 days after the beginning of the 3-month notice period for the first rent increase shown on this application. Mail the application to the **Residential Tenancies Branch, 302-254 Edmonton Street, Winnipeg MB R3C 3Y4.**

The Residential Tenancies Branch charges a processing fee for all Applications for a Rent Increase Above the Guideline. For a complex with 19 or fewer units, the fee is \$150.00; for a complex with 20 to 49 units, the fee is \$500.00; for a complex with 50 or more units, the fee is \$500.00 plus \$5.00 per unit to a maximum of \$1,000.00. A landlord must submit the fee along with the application. The Branch will not begin to process any application until the fee is received.

Form 3

Schedule 1

Mortgage Details

Date of construction or purchase of residential complex _____ / _____ / _____
month day year

Cost of construction or purchase of residential complex \$ _____

If construction or purchase of property predates mortgage agreement, provide details of previous mortgage.

1st Mortgage	2nd Mortgage	3rd Mortgage
Name of Lending Institution _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
Date of Agreement _____ / _____ / _____ month day year	_____ / _____ / _____ month day year	_____ / _____ / _____ month day year
Principal \$ _____	\$ _____	\$ _____
Interest Rate _____ %	_____ %	_____ %
Amortization _____ years	_____ years	_____ years
Term _____ years	_____ years	_____ years
Monthly Payments \$ _____	\$ _____	\$ _____

Mortgage Interest Paid in Current Period

**Form 3
Schedule 3**

Landlord's Summary Information - Application for Above-Guideline Increase*

***This form was prepared by the landlord for the information of tenants. The amount of the rent increase is subject to approval by the Residential Tenancies Branch. The Branch will review the landlord's information and tenants' comments and will issue an Order setting the rent.**

Address of Residential Complex: _____

Increase requested: _____% or \$_____ per month per unit. Total expenses for the complex for the period from _____, 20__ to _____, 20__ have increased in comparison to the previous period.

1. Operating Expenses (expenses that recur on a regular basis, e.g. electricity expenses)

Operating expenses increased by: \$ _____

Some of the larger operating expense increases were:

_____ increased by \$ _____

_____ increased by \$ _____

_____ increased by \$ _____

2. Capital Expenses (expenses to buy or replace appliances, services or furnishings or for capital improvements that have a lasting and long-term benefit to the residential complex, e.g. roof replacement – a landlord can claim only a portion of these expenses – 1/3, 1/4, 1/6 or 1/8)

Total amount spent: \$ _____

Total amount claimed: \$ _____

Some of the major capital expenses were:

<u>(nature of capital expense)</u>	<u>(amount claimed)</u>
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3. Change in service (e.g. addition of air conditioning or withdrawal of cable TV) If no change, leave blank.

The value of services or facilities added is: \$ _____

Description of added services or facilities: _____

The value of services or facilities withdrawn is: \$ _____

Description of withdrawn services or facilities: _____

4. Economic Adjustment (The economic adjustment factor is a percentage set by the government each year to account for the effect of inflation on landlords' revenue.) Under *The Residential Tenancies Act* and Regulations, the economic adjustment factor is multiplied by the total revenue for the complex.

%	x	\$	=	\$
Economic adjustment factor		Revenue for complex		Amount included on application

TOTAL CLAIMED:

1)	increase in operating expenses	\$	
2)	allowable portion of capital expenses	\$	
3)	value of change in services/facilities	\$	
4)	economic adjustment	\$ _____	
	TOTAL INCREASE	\$	

The monthly rent for each unit will be increased by (complete appropriate option):

(a) Total Increase \$ _____ divided by 12 months = \$ _____ divided by number of units _____ = \$ _____.

OR

(b) Total Increase \$ _____ times 100 divided by [undiscounted rent roll \$ _____ times 12 months] = _____%.

Print name of landlord

Signature of landlord

Date

Form 3
Schedule 4

Rebates/Incentives/Grants

Have you received, or do you anticipate receiving, any rebates, incentives, refunds, money from an insurer, forgivable loans, grants or other forms of compensation, reimbursement or assistance towards any of the expenses claimed in this application?

Yes No

If yes, please identify the expense, the source of the funds and the amount you have received or expect to receive below.

Expense Item	Source	Total Amount

NOTICE RE COLLECTION OF PERSONAL INFORMATION

The personal information collected on this form is necessary for the administration of *The Residential Tenancies Act*. This information is protected by the privacy provisions of *The Freedom of Information and Protection of Privacy Act* ("FIPPA"). It may be used and disclosed only in accordance with FIPPA. If you have questions about the collection and use of this information, call the Residential Tenancies Branch at 204-945-2476 or toll-free at 1-800-782-8403.