

Form 3

**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 6 – Calculation of Revenue

(See Guide - Step 6)

Rental Income		line 01
Parking		line 02
Other		line 03
		line 04
Total Revenue	(Add lines 01 to 04 inclusive)	line 05

Current Period	

Previous Period	

Step 7 – Calculation of Increase/Decrease in Operating Expenses

(See Guide - Step 7)

		Current Period	Previous Period	Increase (Decrease)
Realty Taxes	line 06			
Gas	line 07			
Hydro	line 08			
Water	line 09			
Insurance	line 10			
Cablevision	line 11			
Advertising	line 12			
Telephone	line 13			
Professional Fees	line 14			
Corporation Capital Tax	line 15			
Management Fees	line 16			
Caretaker	line 17			
Repair and Maintenance				
General	line 18			
Painting	line 19			
Plumbing	line 20			
Electrical	line 21			
Other (Specify)				
	line 22			
	line 23			
	line 24			
	line 25			
Total Expenses - Current Period	line 26			
Total Expenses - Previous Period	line 27			
Increase/Decrease in Operating Expenses (line 26 minus line 27) Use brackets for Decrease				

(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	⇒

(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)			

(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 47 or line 48, whichever is greater) (If line 48 is greater than line 47, complete Schedule 1)	line 49		

(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	%

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

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) $\text{ } = \$ \text{ } \text{ per suite per month}$
 (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, 1700-155 Carlton Street, Winnipeg MB R3C 3H8.**

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.

Schedule 1

Cost of construction or purchase of residential complex \$ _____

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 \$ _____	\$ _____	\$ _____

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[illegible]

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:

(nature of capital expense) (amount claimed)

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.