

#RTB-16

This form is used by a landlord for a dispute resolution officer's approval for a rent increase in an amount that is greater than the amount specified in the Residential Tenancy Act (RTA) and the Manufactured Home Park Tenancy Act (MHPTA) and associated regulations. The information is collected under the RTA and MHPTA. Information collected in this form may be disclosed to the public in accordance with the Freedom of Information and Protection of Privacy Act. For further information on the collection, use and disclosure of this information, please phone 1 800 665-8779.

File #:

**HOW TO COMPLETE THIS FORM ELECTRONICALLY:** If you are accessing this form from the B.C. Government Web site, it can be printed and completed by hand (*print clearly, using dark ink*) or filled out while at the computer workstation—simply type your responses in the boxes. If you cannot complete all the sections at the computer right away, you can print off what you have completed and fill in the remaining fields by hand. Note, you **cannot save** the completed form to your computer, therefore, after you complete the form, make sure you review the form for accuracy and print the number of copies you require **before** you leave the document or shut down the program/computer.

**A. APPLICANT'S / LANDLORD'S NAME** (if entry is a business name, enter the full legal business name in the 'last name' field box)

|           |                          |
|-----------|--------------------------|
|           |                          |
| last name | first and middle name(s) |

**APPLICANT'S / LANDLORD'S ADDRESS FOR SERVICE**

|                       |                |                    |          |             |
|-----------------------|----------------|--------------------|----------|-------------|
|                       |                |                    |          |             |
| unit/site #           | street address | city               | province | postal code |
|                       |                |                    |          |             |
| day time phone number |                | other phone number |          | service fax |

**B. RENTAL ADDRESS:**     Residential     Manufactured Home Park

|                |      |          |             |
|----------------|------|----------|-------------|
|                |      |          |             |
| street address | city | province | postal code |

**LANDLORD TO COMPLETE THIS PAGE, PLUS ADDITIONAL BOXES NOTED FOR APPLICABLE REASON(S) BELOW:**

Please check off one or more of the following reasons that apply to your request for an additional rent increase:

- A) After the rent increase permitted by the Regulation, the rent for the rental unit or site is significantly lower than the rent payable for other rental units or sites similar to and in the same geographic area, as the rental unit or site (complete boxes D, E and K).
- B) The landlord has completed significant repairs or renovations to the residential property in which the rental unit is located that:
  - could not have been foreseen under reasonable circumstances, and
  - will not recur within a time period that is reasonable for the repair or renovation (complete boxes C, D, F and K) **OR**
 The landlord has completed significant repairs/renovations to the manufactured home park in which the manufactured home site is located that:
  - are reasonable and necessary, and
  - will not recur within a time period that is reasonable for the repair or renovation (complete boxes C, D, F and K).
- C) The landlord has incurred a financial loss from an extraordinary increase in the operating expenses of the residential property or the manufactured home park (complete boxes C, D, G, H and K).
- D) The landlord, acting reasonably, has incurred a financial loss for the financing costs of purchasing the residential property or manufactured home park, if the financing costs could not have been foreseen under reasonable circumstances (complete boxes C, D, G, I and K).
- E) The landlord, as a tenant, has received an additional rent increase for the same rental unit or manufactured home site (complete boxes D, J and K).

**C. PERCENTAGE RENT INCREASE REQUESTED**

Permitted increase  % + additional increase  % = total increase  %

**D. SIGNATURE** (required to commence dispute resolution proceeding)

I, the Applicant/Agent for the Applicant apply to the Director of the Residential Tenancy Branch for approval of this additional increase. The fee for this application, as established under the Residential Tenancy Act and the Manufactured Home Park Tenancy Act, may be paid by cash, debit card, credit card or money order. Applications submitted to a Service BC-Government Agent or BC Access Centre may be paid by debit card, cash or cheque.

**NAME**

|           |                          |
|-----------|--------------------------|
|           |                          |
| last name | first and middle name(s) |

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

File #:

**NOTICE** [Responsibility of Applicant to Notify the Tenant(s)]

The Applicant must deliver a copy of this Application for Additional Rent Increase to *each* tenant named on the application within 3 days of the processing of this application by the Residential Tenancy Branch.

Where there are multiple tenancies affected by this application, tenants may choose to be represented by one or more of the tenants named on this application.

A landlord who applies for an increase because of significant renovations or repairs, or because an increase is required to compensate for a financial loss resulting from an extraordinary increase in operating costs, or because the landlord, acting reasonably, has incurred financial loss for the financing costs of purchasing the residential property or manufactured home park, must make a single application to increase the rent for all units in the residential property or sites in the manufactured home park by an equal percentage.

Information about the allowable annual rent increase is available by contacting any Residential Tenancy Branch.

**FOR MORE INFORMATION . . .** visit our Web site: [www.rto.gov.bc.ca](http://www.rto.gov.bc.ca)

**OR** call the Residential Tenancy Branch at:

• In the Lower Mainland 604 660-1020 • in Victoria 387-1602 • elsewhere in B.C. call toll free: 1 800 665-8779

### E. RENT LOWER THAN COMPARABLE UNITS OR SITES

|        | Rent Before Increase | # of units/sites | Rent Increase Permitted | Comparable Rent | Additional Increase Requested | % Increase Requested |
|--------|----------------------|------------------|-------------------------|-----------------|-------------------------------|----------------------|
| Rent 1 |                      |                  |                         |                 |                               |                      |
| Rent 2 |                      |                  |                         |                 |                               |                      |
| Rent 3 |                      |                  |                         |                 |                               |                      |

If rent for an individual unit or site is lower than other comparable units or sites in the building or park, attach details (e.g. standard rent for single wide or 1 bedroom units is "x"). If rents for all units or sites are lower than similar units or sites in buildings or parks within the geographic region, attach information on which comparison is based, including rent, size of unit or site, amenities, and services provided in each, with supporting documents as to how those comparisons were established.

### F. SIGNIFICANT REPAIRS OR RENOVATIONS

| Work Done | Cost | Year last done | Est. Year Next Req'd | For Rental Units under the RTA, Why Unanticipated;<br>For Manufactured Home Sites under the MHPTA,<br>Why Reasonable and Necessary |
|-----------|------|----------------|----------------------|--|
|           |      |                |                      |  |
|           |      |                |                      |  |
|           |      |                |                      |  |

For rental units under the RTA: Attach invoices, explanation of why the work was required, and supporting information about why the work was unanticipated. If funds were set aside for this purpose, but were not adequate, please explain.

For manufactured home park sites under the MHPTA: Attach invoices, explanation of why the work was required, and supporting information about why the work was reasonable and necessary.

File #: **G. FINANCIAL STATEMENT INFORMATION**

Date of last fiscal year end

Total rent for period if all sites rented \$     
day month yearOther income \$ Total operating costs for last fiscal year \$ Total financing costs for last fiscal year \$ Other costs for last fiscal year \$ What types of costs were included as "other"? The rent is payable:  Monthly  Weekly  2x/month  Other *Attach financial statements for last fiscal year. If financial statements are not audited provide, before or at the hearing, sufficient evidence (e.g. supporting documentation) to verify accuracy.***H. EXTRAORDINARY INCREASE IN OPERATING COSTS**

| Type of cost (e.g., 'gas') | Cost last fiscal year | Cost previous fiscal year | Total increase |
|----------------------------|-----------------------|---------------------------|----------------|
|                            |                       |                           |                |
|                            |                       |                           |                |
|                            |                       |                           |                |

Did you receive any refunds, rebates, grants or financial assistance for the increased operating costs referred to above?  yes  no  
**If yes**, please provide the source of assistance, the cost it applies to, the period to which it applies, and the total amount received.*Attach supporting evidence of additional costs incurred, additional information requested, and any relevant explanation of cost increases.***I. INCREASE IN FINANCING COSTS:**Date of purchase of property    Interest rate at purchase  %  
day month yearPurchase price \$  Down payment \$ Date of latest change in interest rates    Interest rate  %  
day month yearImpact on operating costs:  
Total in last fiscal year \$  Total in previous fiscal year \$ Date of previous change in interest rates    Interest rate  %  
day month year**J. LANDLORD, AS A TENANT, HAS BEEN ISSUED AN ADDITIONAL INCREASE UNDER THE REGULATION:**Rent before increase \$  Rent after increase \$ Application for Additional Rent Increase FILE #  Date of Increase     
day month year

