

**How to use this form:**

- This form must be used to issue a notice of rent increase to the tenant(s) only after the landlord has successfully applied for an additional rent increase for eligible capital expenditures and has imposed a Phase 2 rent increase.
- If the landlord has not imposed a Phase 2 rent increase, they should complete the [Phase 2 Additional Rent Increase Calculator](#) web tool or forms RTB-53-P2 and RTB-53-P2D.
- A landlord may not impose the Phase 3 rent increase if the effective date is more than 12 months from the earliest date they were allowed to impose it, which is 12 months after the effective date of the Phase 2 rent increase. Please validate that the effective date of the Phase 3 rent increase is within 24 months of the effective date of the Phase 2 rent increase. If the effective date is more than 24 months from the effective date of the Phase 2 rent increase, you may not proceed with this notice and can only impose the annual allowable rent increase.
- The decision from the application for Additional Rent Increase for Eligible Capital Expenditures must be attached to this form.

**Important information about this form:**

- This form is used by the landlord to notify the tenant(s) of a rent increase. The landlord must serve this notice on the tenant at least three months before the rent increase is to go into effect.
- Once a year, the landlord may increase the rent for the existing tenant. The landlord may only increase the rent 12 months after the date that the existing rent was established with the tenant (s) or 12 months after the date of the last legal rent increase for the tenant(s), even if there is a new landlord or a new tenant by way of an assignment.
- **A landlord must give a tenant at least 3 whole months' notice, in writing, of a rent increase.** For example, if the rent is due on the first day of the month and the tenant is given notice any time in January, even January 1st, there must be three whole months before the rent increase begins. In this example, the months are February, March, and April, so the rent increase would begin on May 1st. The landlord must use this form and must serve it accordance to the Act.
- The landlord is responsible for ensuring an additional rent increase is imposed in accordance with the *Residential Tenancy Regulation* (the Regulation).
- A landlord or a landlord's agent must not collect a rent increase in any other way other than in accordance with Part 3 of the Act.
- A notice sent by mail is deemed to be received on the 5th day after it was mailed.

**Form Sections**

Section 1: Tenant Information

Section 3: Notice of Rent Increase

Section 2: Landlord Information

Section 4: Declaration

## SECTION 1: TENANT INFORMATION

### Rental Unit or Site Address

Site/Unit #	Street # and Name	City	Province	Postal Code
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### To the Tenant(s):

First and Middle Names	Last Name		
First and Middle Names	Last Name		
Email Address	Phone Number		
Mailing Address (if different from the rental unit)			
City	Province	Postal Code	

## SECTION 2: LANDLORD INFORMATION

### From the Landlord:

First and Middle Names	Last Name		
Business Name (if business)			
Email Address	Phone Number		
Address (e.g., #4-123 Fort Street)			
City	Province	Postal Code	

### Providing additional parties or separate mailing addresses

Use form #RTB-26 Schedule of Parties to include additional parties and/or separate mailing addresses. Submit the completed form #RTB-26 with this application: <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/calculators-and-resources/tenancy-forms>

I am including a form #RTB-26 for additional parties and/or mailing addresses

### SECTION 3: NOTICE OF RENT INCREASE

#### Information regarding last rent increase or when rent was first established

Date last rent increase came into effect:  
(DD/MM/YYYY)

\_\_\_\_\_

Your current rent is (Line 1 from RTB-53-P3D):  
  
\$ \_\_\_\_\_

Details of your rent increase must be provided on the accompanying form #RTB-53-P3D

Your new rent will be (Line 13 from RTB-53-P3D):  
  
\$ \_\_\_\_\_

Payable starting on (must be at least 3 months from the receipt of this notice and at least 12 months since the tenancy was established or the last rent increase):  
(DD/MM/YYYY)

\_\_\_\_\_

### SECTION 4: DECLARATION

By signing below, I certify that:

- I am the landlord or an authorized agent of the landlord and all information provided in this application is true, correct, and complete to the best of my knowledge.

Landlord or Agent Name (please print)

Landlord or Agent Signature

Date Signed (DD/MM/YYYY)

#### Residential Tenancy Branch Contact Information

Email: [HSRTO@gov.bc.ca](mailto:HSRTO@gov.bc.ca) **Note: Evidence cannot be submitted by email.**

Website: [www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies](http://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies)

Information Line: 1-800-665-8779 (toll free)

In Person: **Lower Mainland:** 400-5021 Kingsway, Burnaby, BC V5H 4A5  
**Outside Lower Mainland:** Visit one of our many Service BC Offices listed at [www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca)

For more information about additional rent increases, visit our website at: <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/rent-rtb/rent-increase-costs-expenses>

The Residential Tenancy Branch also has various web tools available to assist landlords and tenants with additional rent increases for capital expenditures. You may access the web tools on our website here: <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/calculators-and-resources/tenancy-calculators>