

This form is used by the landlord to notify a tenant of a site rent increase. The landlord must give the tenant at least three full rental months' notice of rent increase. This notice is *not* used where a tenant rents a manufactured home and the site under a single tenancy agreement. See page 4 for further information.

**Landlord: See instructions on completing this form after page four.**

## A. TO THE TENANT(S) (manufactured home owner[s])

### Full Name(s):

<input type="text"/>	<input type="text"/>
first and middle name(s)	last name

<input type="text"/>	<input type="text"/>
first and middle name(s)	last name

### Park Name

### Manufactured Home Site Address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="BC"/>	<input type="text"/>
site #	street # and street name	city	province	postal code

### Tenant Phone

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> fax	<input type="checkbox"/> other
phone		other phone			

### Mailing Address: (if different from above)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
unit/site #	street # and street name	city	province	postal code

## B. FROM THE LANDLORD(S) (legal name and address of park owner or representative of landlord)

### Full Name(s):

<input type="text"/>	<input type="text"/>
first and middle name(s)	last name or full legal business name

<input type="text"/>	<input type="text"/>
first and middle name(s)	last name

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
unit/site #	street # and street name	city	province	postal code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> fax	<input type="checkbox"/> other
daytime phone		other phone			

**Your new rent will be \$**  **and is payable starting on**

<input type="text"/>	<input type="text"/>	<input type="text"/>
day	month	year

Details on how this figure was established are on the following pages.

### FOR MORE INFORMATION

RTB website: [www.gov.bc.ca/landlordtenant](http://www.gov.bc.ca/landlordtenant)

Public Information Lines 1-800-665-8779 (toll-free) Greater Vancouver 604-660-1020 Victoria 250-387-1602

# Notice of Rent Increase - Manufactured Home Site

## C. TENANCY AGREEMENT INFORMATION

(Check appropriate boxes and fill in the information in the spaces provided)

### 1) Items included in the rent:

<input type="checkbox"/> Water	<input type="checkbox"/> Natural gas	<input type="checkbox"/> Garbage collection	<input type="checkbox"/> Recreation facilities	<input type="checkbox"/> Storage	
<input type="checkbox"/> Cablevision	<input type="checkbox"/> Sewage disposal	<input type="checkbox"/> Recycling services	<input type="checkbox"/> Laundry (coin-op)	<input type="checkbox"/> Parking	
<input type="checkbox"/> Electricity	<input type="checkbox"/> Snow removal	<input type="checkbox"/> Kitchen scrap collection	<input type="checkbox"/> Free laundry		
<input type="checkbox"/> Other:			<input type="checkbox"/> Other:		

### 2) Date of Last Rent Increase: (landlord to complete either line A or line B)

A) The date your last rent increase came into effect was:

day	month	year

**or**

B) As this is your 1st rent increase, the date your rent was established:

day	month	year

## D. DETAILED CALCULATION

**Note for tenants:** the landlord will provide access to a complete set of tax notices and invoices for local government levies and public utilities as indicated in section F (Documentation) or give you copies upon request.

The formula for calculating the amount of the rent increase is established in the Manufactured Home Park Tenancy Regulation. The formula is 2% + inflation + the proportionate increase in local government levies and utility fees for common property.

See [www.gov.bc.ca/landlordtenant/increase](http://www.gov.bc.ca/landlordtenant/increase)

### 1) Local Government Levies

- See notes on completing this section after page 4 under section D (DETAILED CALCULATION, 1) Local Government Levies)

	Last year: Column A	This year: Column B	Increase: Column C = Col. B - Col. A
Property tax			
School tax			
Regional district tax			
Hospital levy			
Transit levy			
Specified area charges			
Solid waste management fees - Garbage collection			
Solid waste management fees - Recycling fees			
Solid waste management fees - Other			
Liquid waste management fees - Sewage collection			
Liquid waste management fees - Sewage treatment			
Liquid waste management fees - Other			
Water - Connection fee			
Water - Metered services			
BC Assessment Authority levy			
Any other fee applicable to the park and payable to the local government (describe fees on separate page)			
<b>Total Local Government Levies for the entire manufactured home park</b>			
	Column A total = total of above	Column B total = total of above	Column C total = total of above

# Notice of Rent Increase - Manufactured Home Site

## 2) Public Utility Fees and Charges

- Utilities must be supplied by a public utility, as defined in the *Utilities Commission Act, Gas Utility Act, Water Utility* or Canadian Radio-television and Telecommunications Commission
- See notes on completing this section after page 4 under section D (DETAILED CALCULATION, 2) Public Utility Fees and Charges)

	Last year: Column D	This year: Column E	Increase: Column F = Col. E - Col. D
Electricity	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Natural gas	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Propane	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Water billed by a public utility	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other public utility relating to public transportation or communication provided to the common areas of the manufactured home park, not collected through a local government levy	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Total public utility fees and charges for the entire manufactured home park</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Column D total = total of above	Column E total = total of above	Column F total = total of above

## 3) Calculation of Annual Rent

**Step 1:** calculate proportion of local government levies and public utility fees for the park

Total Local Government Levies	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Column A total	Column B total	Column C total
Total Public Utility Fees	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Column D total	Column E total	Column F total
Total Levies & Fees	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Col. A + Col. D	Col. B + Col. E	Col. C + Col. F

**Note:** The sum of Column C and Column F should equal (Col. B + Col. E) minus (Col. A + Col. D)

**Step 2:** calculate proportion of local government levies and public utility fees for each unit

A) Total increase in levies and fees (Column C + Column F)	<b>Box A</b> <input style="width: 100%;" type="text"/>
B) Total number of sites in the manufactured home park * State on a separate page how you arrived at this number if the park has varying site sizes	<b>Box B</b> <input style="width: 100%;" type="text"/>
C) Proportion of levies and fees per site (Box A ÷ Box B)	<b>Box C</b> <input style="width: 100%;" type="text"/>
D) Number of sites assigned to this tenant	<b>Box D</b> <input style="width: 100%;" type="text"/>
E) Proportion per site times the number of sites for this tenant (Box C x Box D = Box 4 below)	<b>Box E</b> <input style="width: 100%;" type="text"/>

**Step 3:** calculate **annual** rent payable for the unit for the coming 12 months

Box 1	Box 2	Box 3	Box 4	Box 5
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Current <b>annual</b> rent	2% of annual rent (2% of Box 1)	Inflation increase (Allowable % of Box 1)	Proportionate increase in local government levies and public utility fees (Box E above)	Maximum total rent for the next 12 months = Box 1 + Box 2 + Box 3 + Box 4

**Step 4:** calculate based on rent increase and total rent for next 12 months

Maximum <b>annual</b> rent for the coming 12 months (Box 5 in Step 3)	<b>Box 6</b> <input style="width: 100%;" type="text"/>
Current <b>annual</b> rent (Box 1 in Step 3)	<b>Box 7</b> <input style="width: 100%;" type="text"/>
Maximum increase in <b>annual</b> rent (Box 6 - Box 7)	<b>Box 8</b> <input style="width: 100%;" type="text"/>

# Notice of Rent Increase - Manufactured Home Site

## E. AMOUNT OF RENT INCREASE (select one below)

Rent is paid monthly

Your current rent is: \$  Box 7 ÷ 12      Your new rent will be: \$  Box 6 or less ÷ 12      Your rent increase is: \$  Box 8 or less ÷ 12

Rent is paid on other than a monthly basis (enter annual number of rental periods in Box 9)

Annual number of rental periods  Box 9  
Your current rent is: \$  Box 7 ÷ Box 9      Your new rent will be: \$  Box 6 or less ÷ Box 9      Your rent increase is: \$  Box 8 or less ÷ Box 9

Your new rent is payable starting on     
day month year

## F. DOCUMENTATION

The landlord must provide access to a complete set of tax notices and local government levy invoices, public utility bills and assessment notices. These may be posted in a common area for all tenants, but the landlord must provide a tenant with copies upon request. This documentation is:

Attached to this notice     Posted in common area (please specify)      Other:

## G. LANDLORD'S SIGNATURE

This Notice of Rent Increase amends your tenancy agreement for the amount of rent. By signing, you are stating that the information provided on this form is true and correct.

Full Name:

first and middle name(s)

last name or full legal business name

day month year

Landlord's Signature: \_\_\_\_\_

## INFORMATION FOR LANDLORDS and TENANTS of MANUFACTURED HOME SITES

### GIVING A NOTICE OF RENT INCREASE under the *Manufactured Home Park Tenancy Act* (MHPTA)

Once every 12 months, a 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 or 12 months after the date of the last legal rent increase for the tenant, even if there is a new landlord or a new tenant, by way of an assignment of the tenancy agreement.

- A landlord must give a tenant three whole rental 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 receives notice any time in March, even March 1st, there must be three whole months before the rent increase begins. In this example, the months are April, May and June, so the rent increase would begin July 1st. The landlord must use this form when issuing a rent increase that includes the proportional increase in local government levies and/or public utilities and must serve it according to the MHPTA.
- A notice sent by mail (which is one method of service) is deemed to be received on the 5th day after it was mailed. For example: a rent increase given personally to a tenant on or before March 31st could come into effect July 1st. A rent increase given by registered mail should be mailed on or before March 26th for the increase to come into effect on July 1st.
- A landlord may not collect a rent increase in any other way than in accordance with Part 4 of the MHPTA.
- A tenant may not apply for dispute resolution concerning a rent increase that complies with Part 4 of the MHPTA.
- Payment of a rent increase in an amount more than the allowed annual increase does not constitute a written agreement to a rent increase in that amount, unless both the landlord and tenant have signed a mutual agreement to a higher rent increase.

### Rent increase formula under the *Manufactured Home Park Tenancy Regulation*

- The *Manufactured Home Park Tenancy Regulation* permits a maximum annual rent increase according to the following formula:  
Existing rent + 2% + inflation + increase in local government levies and/or public utility fees
- A landlord may only impose a rent increase up to the amount calculated in accordance with the Regulation, or as ordered by an arbitrator.
- If the tenant believes that the rent increase is more than allowed by the Regulation, the tenant may contact the Residential Tenancy Branch for assistance.

### FOR FURTHER INFORMATION

- Visit [www.gov.bc.ca/landlordtenant/increase](http://www.gov.bc.ca/landlordtenant/increase)
- See [Policy Guideline 37: Rent Increases](#)
- See [Part 4 of the MHPTA](#) and [Part 5 of the Manufactured Home Park Tenancy Regulation](#)
- Call the Residential Tenancy Branch: 1-800-665-8779, 604-660-1020 (Greater Vancouver) or 250-387-1602 (Victoria)

# Landlord Instructions: Notice of Rent Increase - Manufactured Home Site

## General Information

- You may not be able to save the content of this form on your computer. If you are developing a form for each tenant, you may wish to print one, then, for the next tenant, change the tenant's name, address and rental address. Be sure to confirm details on the second page that relate to the services included in the tenancy agreement and the frequency of rent payments (e.g., monthly). On page 3, be sure to also change the field where you state the number of sites for this tenant.
- This form identifies most annual fees. You cannot include fees paid to anyone other than a local government or public utility. For example, you cannot include increases paid to a private garbage collection agency or the costs of increased fuel if electricity is generated by diesel fuel.

## Before you start

- Gather tax notices, local government fee invoices (e.g., water bill), and utility bills for at least the past two years.
- Please note: only the increase in costs in local government levies and public utilities over the past 12 months compared to the previous 12 months may be included when calculating a rent increase.

## Auto-calculate feature

The auto-calculate feature on version RTB-11A will automatically:

- total the amounts entered in Columns A, B, C, D, E and F to the second decimal (it will not round up)
- provide the increase in local government levies and public utility fees
- determine the maximum annual rent for the coming 12 months
- calculate the amount of the rent increase based on the maximum allowable rent increase (you may change the amount of the new rent and rent increase, but it cannot exceed the amount calculated)
- provide dollar signs (\$) where appropriate

## Page 1

### Name(s)

- The Notice of Rent Increase amends your tenancy agreement. The names on the Notice of Rent Increase should be the same as the names on your tenancy agreement. If the names have changed, you may wish to attach the document that was used to notify the other party of the name change (e.g., letter to tenants introducing a new landlord; approved Request for Consent to Assign a Manufactured Home Park Tenancy Agreement if a new agreement wasn't entered into).

## Address blocks

- If an address is a rural route, include this information in the "street name" field.

## New rent field

- This field will not auto-calculate. You must fill it in. The new rent is found in Section E on page 4.

## Page 2

### C. Tenancy Agreement Information

#### 1) Items covered by the tenancy agreement

- If you wish to add an item not included in your current tenancy agreement, you must first agree with your tenant to amend the tenancy agreement separately from this Notice of Rent Increase.

#### 2) Date of Last Rent Increase

- Rent may be increased once every 12 months.
- By stating the date of the last rent increase, or the date that the rent was initially set, you are verifying that the rent increase complies with the *Manufactured Home Park Tenancy Act*.
- You are not required to raise the rent each year, but you may not raise rent more frequently than once in any 12 month period.

### D. DETAILED CALCULATION

#### 1) Local Government Levies

- These are the sum of the payments respecting a manufactured home park made by the landlord for property taxes and other services or changes assessed as municipal fees under section 194 of the *Community Charter*. The most common fees are listed on the form; other fees should be described on a separate page, with the annual totals listed on the form.

#### Last Year/This Year:

- A year is the 12 month period ending the month before the rent increase form was written.
- For example, if a landlord is preparing this Notice of Rent Increase on August 4, 2017, "last year" would be July 1, 2015 to June 30, 2016 and "this year" would be July 1, 2016 to June 30, 2017.
- The annual tax notice sent in May each year should be used for pro-rating items such as property tax, school tax, regional district tax and transit levy, as applicable.
- Some local government levies have more frequent invoices. For example, a water bill may be issued every other month. Since the "year" is always 12 months ending in the previous month, some bills must be pro-rated, and a portion of the amount used.

#### Property taxes

Property tax is levied on two things:

1. *Improvements*. This tax notice is sent directly to the manufactured home owner. The manufactured home owner may be eligible for the Home Owner Grant to assist with this tax notice.
2. *Land*. This tax notice is sent to the manufactured home park owner. The rent increase formula allows the landlord to pass along the property tax increase associated with the land.

# Landlord Instructions: Notice of Rent Increase - Manufactured Home Site

## Solid waste management fees

- The form identifies most annual fees. Fees that are not itemized, such as a requirement to purchase a new style of garbage can from the municipality, can be included in the "other" field.

## Liquid waste management fees

- The form identifies most annual fees. One-time connection fees may be reported on the form in the "other" field.

## 2) Public utility fees and charges

This includes payments respecting a manufactured home park made by the landlord for the supply of electricity, natural gas, water, telephone services or coaxial cable services provided by:

- A public utility defined in the *Utility Commission Act*
- A gas utility defined in the *Gas Utility Act*
- A water utility defined in the *Water Utility Act*
- A corporation licensed by the Canadian Radio-television and Telecommunications Commission for the purpose of that supply.

## 3) Calculation of Rent

### Step 1:

- If you are using the auto-calculate features, these fields will fill automatically.

### Step 2:

#### A) Total increase in levies and fees

- Total of Column C and Column F.

#### B) Total number of sites

- The total number of sites is often the number of sites in a manufactured park. However, some manufactured home parks may have various widths of sites. For example, the site width may vary for a garden or to accommodate a double-wide unit.
- If the park has varying site sizes, describe how the number of sites was determined. This description should be attached to this Notice of Rent Increase.

#### C) Proportion of levies and fees per site

- Divide Box A by Box B.

#### D) Number of sites assigned to this tenant

- When all sites are the same, this number will be 1.
- If you are using the auto-calculate feature, you must complete this field or the calculations will not complete

#### E) Proportion per site

- Multiply Box C by Box D.
- This is Box 4 in Step 3.

### Step 3:

#### Current annual rent

- If a tenant pays rent monthly, this number should be 12 times the monthly rent. For example, if the rent is \$400.00 per month, put \$4,800.00 (12 x \$400.00) in this field.
- If the rent for this tenant is paid on a basis other than monthly, multiply the rent by the number of rental periods in 12 months. For example, if the rent is \$100 per week, put \$5,200.00 in this field.

### Step 4:

- This step establishes the annual rent increase. On the next page under Section E, rent is stated in payment increments.

## Page 4

### E. AMOUNT OF RENT INCREASE

- Select whether the rent is paid monthly or on another basis.
- If the rent is paid on a basis other than monthly, enter the annual number of rental periods in Box 9 (for example, 52 if rent is paid weekly).
- You may increase the rent by any amount up to the maximum allowable amount.
- Rent may be rounded down, but not up. For example, rather than setting rent at \$496.73 per month, you may choose to establish the rent at \$496.00 per month but it may not be established at \$497.00.

### Effective Date

The date that the new rent is payable must be no sooner than:

- three whole months from the date the form is received by the tenant, *and*
- 12 months after the date of the last rent increase rent identified in Section C2) on page 2 entitled "2) Date of Last Rent Increase."

### F. DOCUMENTATION

You must provide the tenant with access to a complete set of tax notices and local government levy invoices, public utility bills and assessment notices.

You must identify in Section F how you will provide the tenant with documentation. Documentation may be:

- attached to the Notice of Rent Increase;
- posted in a common area for all tenants (for example, office or clubhouse);
- other means (for example, email or posted to website accessible to all tenants).

If a tenant requests a copy, you must provide a copy.

### G. LANDLORD'S SIGNATURE

- For the Notice of Rent Increase to take effect, you must sign and date the form.
- By signing the form, you indicate that you have amended the tenancy agreement.