

**How to use this form:**

- This application form must be submitted in person at a Service BC Centre or the Residential Tenancy Branch office in Burnaby.
- The filing fee is \$300 plus \$10 for each additional unit.
- For information on additional rent increase, please visit:  
[www.gov.bc.ca/landlordtenant/additional-rent-increase](http://www.gov.bc.ca/landlordtenant/additional-rent-increase)

**Important information about your application:**

- **If you are applying for an additional rent increase based on capital expenditures, please submit an online application at:**  
[www.tenancydispute.gov.bc.ca/AdditionalLandlordIntake/](http://www.tenancydispute.gov.bc.ca/AdditionalLandlordIntake/)
- This form can be completed on the computer. If completing sections by hand, please print clearly, using dark ink. You cannot save the completed form to your computer.
- The landlord must deliver a copy of this Application for Additional Rent Increase to each tenant named on the application within three 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 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.

**Form Sections**

Section 1: Key Dispute Information

Section 2: Additional Applicants

Section 3: Reason for Additional Rent Increase

Section 4: Significant Repairs or Renovations for  
Manufactured Home Park Tenancies

Section 5: Financial Statement Information

Section 6: Extraordinary Increase in Operating  
Cost

Section 7: Increase in Financial Cost

Section 8: Landlord, as a Tenant, Has Been  
Issued an Additional Rent Increase Under  
the RegulationSection 9: Rent Information for Affected  
Tenants

Section 10: Declaration

Section 11: Tenants to Whom this  
Application Applies

Your personal information is collected under section 26 (a) and (c) of the Freedom of Information and Protection of Privacy Act for the purpose of administering the Residential Tenancy Act and Manufactured Home Park Tenancy Act. If you have any questions regarding the collection of your personal information, please contact an information officer by calling 604-660-1020 in Greater Vancouver; 250-387-1602 in Victoria; or 1-800-665-8779 elsewhere in British Columbia.

## SECTION 1: KEY DISPUTE INFORMATION

### Tenancy Type

*This is a landlord application for current tenancies. A participatory hearing will be scheduled (not a Direct Request).*

#### What is the tenant renting?

A home suite or apartment

A site in a manufactured home park.

If this option is selected, does the tenant own the manufactured home?

Yes

No

### Property Address

Property Address (e.g. 123 Fort Street)

City

Postal Code

Total Number of Rent Increase Units

### Primary Landlord Contact

*This is the first point of contact of the landlord(s) who is responsible for serving documents on all parties and who the Residential Tenancy Branch will contact about this dispute file.*

The primary applicant is a:

Business or Company

Agent or Lawyer

Individual Person

Advocate or Assistant

First Name

Last Name

Business Name (if business)

Email Address (*highly recommended*)

Contact Phone number (*required*)

Tick here if email is the preferred method of contact

Tick here if phone is the preferred method of contact

Address (e.g. #4 123 Fort Street)

City

Province or State

Postal or Zip Code

How does the primary applicant want to receive the Notice of Dispute Resolution Proceeding package?

By email *Email address must be provided above, and you must be able to print documents*

Will pick up at a Service BC Centre or the Burnaby Residential Tenancy Branch Office during regular business hours

## SECTION 2: ADDITIONAL APPLICANTS

### Second Landlord or Agent Information

The second applicant or agent is a:

Business or Company

Agent or Lawyer

Individual Person

Advocate or Assistant

First Name

Last Name

Business Name (if business)

Email Address (highly recommended)

Contact Phone number

Address (e.g. #4 123 Fort Street)

City

Province or State

Postal or Zip Code

### Providing additional landlord applicants or separate mailing addresses

Use Form #RTB-26 Schedule of Parties to include additional parties and/or a separate mailing address. Submit with this application. [www.gov.bc.ca/landlordtenant/forms](http://www.gov.bc.ca/landlordtenant/forms)

I am including Form #RTB-26 for additional parties

## SECTION 3: REASONS FOR ADDITIONAL RENT INCREASE

If you are applying for an additional rent increase based on capital expenditures, please submit an online application at [www.tenancydispute.gov.bc.ca/AdditionalLandlordIntake/](http://www.tenancydispute.gov.bc.ca/AdditionalLandlordIntake/)

### Select applicable reasons for additional rent increase

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 sections 4, 9, 10, 11)

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 sections 5, 6, 9, 10 and 11).

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 sections, 5, 7, 9, 10 and 11).

The landlord, as a tenant, has received an additional rent increase for the same rental unit or manufactured home site (complete sections 8, 9, 10, 11).

**SECTION 4: SIGNIFICANT REPAIRS OR RENOVATIONS FOR MANUFACTURED HOME PARK TENANCIES**

**Attach invoices, explanation of why the work was required, and supporting information. about why the work was reasonable and necessary.**

| Work completed | Cost | Year last completed | Est. year next required | Explain why the work is reasonable and necessary* |
|----------------|------|---------------------|-------------------------|---|
|                |      |                     |                         |   |
|                |      |                     |                         |   |
|                |      |                     |                         |   |
|                |      |                     |                         |   |
|                |      |                     |                         |   |
|                |      |                     |                         |   |
|                |      |                     |                         |   |
|                |      |                     |                         |   |

**SECTION 5: FINANCIAL STATEMENT INFORMATION**

**Attach financial statements for last fiscal year. If financial statements are not audited, provide sufficient evidence before or at the hearing (e.g. supporting documentation) to verify accuracy.**

|   | Last fiscal year | Previous fiscal year | Two fiscal years ago |        |
|---|------------------|----------------------|----------------------|--------|
| Total rent for period if all sites rented     |                  |                      |                      |        |
| Other income                                  |                  |                      |                      |        |
| Total operating costs                         |                  |                      |                      |        |
| Other costs                                   |                  |                      |                      |        |
| What types of costs were included as "other"? |                  |                      |                      |        |
| Rent is payable:                              | Monthly          | Weekly               | 2X a Month           | Other: |

## SECTION 6: EXTRAORDINARY INCREASE IN OPERATING COST

List all operating costs. Attach additional pages if needed.

| Type of costs (e.g gas)                   | Column A:<br>Cost last fiscal year | Column B:<br>Costs previous fiscal year | Column C:<br>Cost two fiscal years ago | Column A-B:<br>Net Change |
|---|------------------------------------|---|--|---------------------------|
|   |                                    |   |  |                           |
|   |                                    |   |  |                           |
|   |                                    |   |  |                           |
|   |                                    |   |  |                           |
|   |                                    |   |  |                           |
| <b>Net increase in operating expenses</b> |                                    |   |  |                           |

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.

## SECTION 7: INCREASE IN FINANCIAL COSTS

Please provide all required financial cost information

Date of purchase of property: DD/MM/YYYY \_\_\_\_\_ Interest rate at purchase \_\_\_\_\_%

Purchase price \$ \_\_\_\_\_ Down payment \$ \_\_\_\_\_

Date of latest change in interest rates DD/MM/YYYY \_\_\_\_\_ Interest rate % \_\_\_\_\_

Impact on operating costs: Total in last fiscal year: \$ \_\_\_\_\_ Total in previous fiscal year: \$ \_\_\_\_\_

Date of previous change in interest rates DD/MM/YYYY \_\_\_\_\_ Interest rate \_\_\_\_\_%

**SECTION 8: LANDLORD, AS A TENANT, HAS BEEN ISSUED AN ADDITIONAL RENT INCREASE UNDER THE REGULATION**

**Please provide required rent information**

|  |                                  |                                      |
|--|----------------------------------|--------------------------------------|
| Rent before increase:<br>\$ _____                | Rent after increase:<br>\$ _____ | Date of increase<br>DD/MM/YYYY _____ |
| Application for Additional Rent Increase File #: |                                  |                                      |

**SECTION 9: RENT INFORMATION FOR AFFECTED TENANTS**

**PERCENTAGE RENT INCREASE REQUESTED**

Permitted increase \_\_\_\_\_% + additional increase \_\_\_\_\_% = total increase \_\_\_\_\_%

|    | Unit or site | Current rent | Requested increase | Total rent |
|----|--------------|--------------|--------------------|------------|
| 1  |              | \$           | \$                 | \$         |
| 2  |              | \$           | \$                 | \$         |
| 3  |              | \$           | \$                 | \$         |
| 4  |              | \$           | \$                 | \$         |
| 5  |              | \$           | \$                 | \$         |
| 6  |              | \$           | \$                 | \$         |
| 7  |              | \$           | \$                 | \$         |
| 8  |              | \$           | \$                 | \$         |
| 9  |              | \$           | \$                 | \$         |
| 10 |              | \$           | \$                 | \$         |
| 11 |              | \$           | \$                 | \$         |
| 12 |              | \$           | \$                 | \$         |

Attach any rent increases issued in the past three years. Section 9: page \_\_\_\_\_ of \_\_\_\_\_ .

## SECTION 10: DECLARATION

### Declaration

By signing below, I certify that:

- I am the applicant or an authorized agent of the applicant; that all information that is being provided in this application is true, correct, and complete to the best of my knowledge.
- I understand it is a legal offense to provide false or misleading information and evidence to the Residential Tenancy Branch.
- By signing this application, I have the authority to act on behalf of the landlord(s) as the primary applicant for this dispute and that I will share all communication about this dispute with the other applicant(s) if more than one applicant is listed on this form.
- I authorize the Residential Tenancy Branch to enter this information on my behalf.

Applicant Name (please print) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date Signed (DD/MM/YYYY) \_\_\_\_\_

### General Inquiries

Email: [HSRTO@gov.bc.ca](mailto:HSRTO@gov.bc.ca) **Note: Evidence cannot be submitted by email.**  
Website: [www.gov.bc.ca/landlordtenant](http://www.gov.bc.ca/landlordtenant)  
Information Line: 1-800-665-8779 (toll free) - DO NOT CALL THIS NUMBER FOR YOUR HEARING

In Person: **Lower Mainland**  
400 - 5021 Kingsway  
Burnaby, BC, V5H 4A5

**Outside of 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:  
[www.gov.bc.ca/landlordtenant/increase](http://www.gov.bc.ca/landlordtenant/increase)

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

## SECTION 11: TENANTS TO WHOM THIS APPLICATION APPLIES

- Complete this portion of the form and submit to the Residential Tenancy Branch with this application
- **DO NOT** serve this page to any respondents as it contains personally identifiable information
- Make a copy of this page if you need more space to enter tenant information
- If a tenant's phone number is unlisted, obtain the tenant's permission before entering it on this form

### Property Address

|                                       |      |             |
|---------------------------------------|------|-------------|
| Street Address (e.g. #4 123 Fort St.) | City | Postal Code |
|---------------------------------------|------|-------------|

|    | Unit or site | Last name | First and middle name | Phone |
|----|--------------|-----------|-----------------------|-------|
| 1  |              |           |                       |       |
| 2  |              |           |                       |       |
| 3  |              |           |                       |       |
| 4  |              |           |                       |       |
| 5  |              |           |                       |       |
| 6  |              |           |                       |       |
| 7  |              |           |                       |       |
| 8  |              |           |                       |       |
| 9  |              |           |                       |       |
| 10 |              |           |                       |       |
| 11 |              |           |                       |       |
| 12 |              |           |                       |       |