

# Notice of Rent Increase – Manufactured Home Site

#RTB-11

This form is used by the landlord to notify a tenant of a site rent increase. The landlord must give the tenant at least full three months notice. 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.

FORM DIRECTIONS: This form can be completed on the computer, or by hand. If completing sections by hand, please *print clearly, using dark ink*. You **cannot save** the completed form to your computer. If you cannot complete all the sections at the computer right away, print off what you have completed, and fill in the remaining boxes by hand. Make sure you review it for accuracy and print the number of copies you require **before** you leave the document or shut down the computer. Instructions are on pages 5-7.

## A. To the Tenant(s) [Manufactured Home Owner(s)]:

### Full Name(s):

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

### Mailing Address and Phone:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
site#	box#	street#	street name	city
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
province	postal code	phone number	other phone number	fax number

### Park Name

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

## 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"/>	<input type="text"/>		
last name or full legal business name	first name	middle name(s)		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
site#	box#	street#	street name	city
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
province	postal code	business phone number	other phone number	fax number

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

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

### Residential Tenancy Branch

Office of Housing and Construction Standards

For more information:

Visit our website: [www.rto.gov.bc.ca](http://www.rto.gov.bc.ca)

Or call:

Lower Mainland: 604-660-1020 Victoria: 387-1602 Elsewhere in BC: 1-800-665-8779

#RTB-11 (2007-07)



# 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 Covered by the Tenancy Agreement:

<input type="checkbox"/> Water	<input type="checkbox"/> Garbage Collection	<input type="checkbox"/> Sewage Disposal	<input type="checkbox"/> Storage
<input type="checkbox"/> Cablevision	<input type="checkbox"/> Laundry (coin-op)	<input type="checkbox"/> Recreation Facilities	<input type="checkbox"/> Snow Removal
<input type="checkbox"/> Electricity	<input type="checkbox"/> Free Laundry	<input type="checkbox"/> Parking	<input type="checkbox"/> Other: <input style="width: 150px;" type="text"/>

### 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     
 or day month year

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

## D. DETAILED CALCULATION

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

### 1) Local Government levies

Attach a copy of the most recent tax notice and invoices for other local government levies.  
 Fill in applicable boxes.

	Column A Last Year	Column B This Year	Increase (Col. B – Col A)
Property tax			
School tax			
Regional district tax			
Hospital levy			
Transit levy			
Specified Area charges			
Solid Waste Management fees			
• Garbage collection			
• Recycling fees			
• Other			
Liquid Waste Management fees			
• Sewage collection			
• Sewage treatment			
• Other			
Water			
• Connection fee			
• 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>			
<b>Column A total = total of above</b>	<b>Column B total = total of above</b>	<b>Column C total = total of above</b>	

# Notice of Rent Increase – Manufactured Home Site

## 2) Public utility fees and charges

- This section includes fees and charges applicable to the common areas of the Manufactured Home Park or delivered directly to Manufactured Home Park tenants and billed to the Manufactured Home Park
- Utilities must be supplied by a public utility, as defined in the *Utilities Commission Act, Gas Utility Act, Water Utility Act* or Canadian Radio-television and Telecommunications Commission
- Attach copies of bills or assessment notices
- Fill in applicable boxes

	Column D Last Year	Column E This Year	Column F Increase (Col E-Col D)
Electricity			
Natural Gas			
Propane			
Water billed by a public utility			
Other public utility fee relating to public transportation or communication provided to the common areas of the Manufactured Home Park, not collected through a local government levy			
<b>Total public utility fees and charges for the Manufactured Home Park</b>			
	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			
	Column A total	Column B total	Column C total
Total Public Utility Fees			
	Column D total	Column E total	Column F total
Total Levies & Fees			
	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

I) Total increase in levies and fees (Column C + Column F)	
II) Total number of lots in Manufactured Home Park	
*state how you arrived at this number if the park contains lots of varying size	
Proportion of levies and fees per lot (line I divided by line II)	
Number of lots assigned to this tenant	
Proportion per lot times the number of lots for this tenant *this is Box 4 below	

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

Box 1	Box 2	Box 3	Box 4	Box 5
Current annual rent	<i>2% of current rent</i>	Inflation increase	<i>Proportionate increase in local government levies and public utility fees</i>	Maximum rent for the coming year = Box 1 + Box 2 + Box 3 + Box 4

**Step 4:** calculate annual rent increase:

Maximum annual rent for the unit in the coming year (Box 5)	\$	
Current annual rent (Box 1)	\$	
Maximum increase in annual rent (Box 5 - Box 1 = Box 2 + Box 3 + Box 4)	\$	

# Notice of Rent Increase – Manufactured Home Site

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## E. Amount of Rent Increase:

Your current rent is: \$			weekly		monthly		other:	
Your new rent will be: \$			weekly		monthly		other:	
Your rent increase is: \$			weekly		monthly		other:	
Your new rent is payable starting on:								
	day			month		year		

## F. 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:**

last name or full legal business name	first name	middle name(s)

**Landlord's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## INFORMATION FOR LANDLORDS and TENANTS of MANUFACTURED HOME SITES

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

Once a year, 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(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 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 3 whole months before the rent increase begins. In this example, the months are February, March and April, so the rent increase would begin May 1st. The landlord must use this form, Notice of Rent Increase for a Manufactured Home Site (RTB-11) and must serve it according to the MHPTA.
- It is an offence for a landlord or a landlord's agent to collect a rent increase in any other way than in accordance with Part 4 of 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 January 31st could come into effect May 1st. A rent increase given by registered mail should be mailed on or before January 26th for the increase to come into effect on May 1st.
- A tenant may not apply for dispute resolution concerning a rent increase that complies with Part 4 of the MHPTA.

RENT INCREASE FORMULA under the Manufactured Home Park Tenancy Regulation

- In July 2007, the Manufactured Home Park Tenancy Regulation was amended to allow a maximum rent increase according to the following formula:  

Existing rent + 2% + inflation + increase in local government levies and public utility fees
- A landlord may only impose a rent increase up to the amount calculated in accordance with the regulations, or as ordered by a dispute resolution officer.
- If the tenant believes that the rent increase is more than allowed by the regulations, the tenant may contact the Residential Tenancy Branch for assistance.

FOR FURTHER INFORMATION

- For further information on rent increases, see Part 4 of the MHPTA or Part 5 of the Manufactured Home Park Tenancy Regulation. You may also call the recorded 24-hour information line or visit the B.C. Government Web site to find out how to contact the Residential Tenancy Branch or to get more information (contact information is at the bottom of page 1).

# Notice of Rent Increase – Manufactured Home Site

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## Notes on filling out this form

### General Information

- This form cannot be saved. 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 box where you state the number of lots for this tenant.

### Before you start

- Gather tax notices, local government fee invoices (e.g., water bill), and utility bills for the past two years.
- Organize your paperwork in the order that things appear on the form. Local government levies are listed on page 2; public utility fees and charges are on page 3.
- Please note: only incremental costs in local government levies and public utilities may be included when calculating a rent increase. If electricity is generated by diesel fuel, for example, you may not include the increased cost of diesel fuel.

### Auto-calculate feature

- The auto-calculate feature will automatically:
  - total the amounts entered in Columns A, B, C, D, E and F
  - provide the increase in local government levies and public utility fees
  - determine the maximum annual rent for the coming year
  - provide dollar signs (\$) where appropriate
- The auto-calculate feature will NOT determine the rent for the coming year.
  - It cannot calculate whether the Tenancy Agreement calls for monthly, weekly, quarterly or annual rent.
  - It cannot round numbers.

### Page 1

#### Name(s)

- The Notice of Rent Increase amends your Tenancy Agreement. It forms part of the legal contract. 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).

### Address blocks

- If an address is a Rural Route, include this information in the 'street name' box.

### New rent box

- This box will not auto-calculate. You must fill it in, based on Box 5 on page 3. Because Box 5 shows the annual rent, be sure to describe the new rent in the increment (weekly, monthly, annually) that is stated in the Tenancy Agreement.

### Page 2

#### C. Tenancy Agreement Information

##### 1) Items covered by the Tenancy Agreement

- The check boxes on this form have been provided for your convenience. They include the most common services identified in Tenancy Agreements. If your Tenancy Agreement covers something not included on this list, check the "Other" box and describe it in the box provided. You may write "see attached list" in the description box, and write the information on a separate sheet of paper.
- If you wish to check an item not included in the Tenancy Agreement, you must first 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 rent was initially set, the landlord verifies that the rent increase complies with the *Manufactured Home Park Tenancy Act*.
- A manufactured home park owner is not *required* to raise the rent each year, and they may not raise rent more frequently than once a year.

#### D. Detailed Calculation

##### 1) Local Government levies

- 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 charges assessed by as

# Notice of Rent Increase – Manufactured Home Site

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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 total listed on the form.

the 'other' line. Documentation must be provided to the tenant.

## 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, 2007, 'last year' would be July 1, 2005 to June 30, 2006 and 'this year' would be July 1, 2006 to June 30, 2007.
- The annual tax notice sent in May and due in June should be used for items identified on the property tax notice, such as property tax, school tax, regional district tax and transit levy.
- Some local government levies have more frequent invoices. For example, a water bill may be issued every other month. The 'year' used in this case should be the 12 months ending in the previous month. In the example above, include the July 2006, September 2006, November 2006, January 2007, March 2007 and May 2007 invoices.

## Property taxes

- Property tax is assessed 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.

## Solid waste management fees

- The form identifies most annual fees. Some fees may not be addressed, such as a requirement to purchase a new style of garbage can from the municipality. Identify these in the 'other' category, and provide documentation.
- A landlord must not include any fees paid to anyone other than a local government or a regulation utility. For example, a landlord cannot include an increase in fees paid to a private garbage collection agency.

## Liquid waste management fees

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

## 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 licenced by the Canadian Radio-television and Telecommunications Commission for the purposes of that supply.
- Copies of bills and assessment notices must be attached to this Notice of Rent Increase
- A landlord may NOT include charges for services provided by someone else. For example, if electricity for the manufactured home park is supplied by a diesel generator, and that generator is the property of the manufactured home park owner (not a utility like BC Hydro), diesel fuel costs may not be identified in this section.

## 3) Calculation of Rent

### Step 1:

- If you are using the auto-calculate feature, these boxes will fill automatically.

### Step 2:

#### II) Total number of lots

- The total number of lots is often the number of units in a manufactured home park. However, some manufactured home parks may have various widths of lots. For example, the lot width may vary for a garden or to accommodate a doublewide unit.
- If the number of lots is not the number of units in a manufactured home park, the landlord should describe how the number of lots was determined. This description should be attached to this Notice of Rent Increase.
- If you are using the auto-calculate feature, the default number in this box is 1. It must be changed.

# Notice of Rent Increase – Manufactured Home Site

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## Number of lots assigned to this tenant

- When all lots are the same, this number will be 1.
- In the event that lot sizes vary, such as for gardens or to accommodate different sized units, this number will be something other than one (e.g., 0.75, 1.5, 2.0).

## 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, fill in this box with \$4,800.00 (12 X 400) in this box. If the rent is \$100 per week, put \$5,200.00 in this box.
- If you are using the auto-calculate feature, Box 5 will fill as soon as you enter a value in Box 1.

## Step 4

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

### Amount of rent increase

- A landlord may increase the rent in any amount up to the maximum allowable amount.
  - Rent may be rounded down, not up. For example, rather than setting rent at \$496.73 per month, the landlord may choose to establish the rent at \$495.00 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 months from the date the form is signed *and*
  - 12 months after the date of the rent identified in section on page 2 entitled "2) Date of Last Rent Increase".

### Landlord's signature

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