

Notice of Rent Increase

Rental Unit Partially Exempt Form N2

Instructions

Use this form if you are increasing the tenant's rent and the rental unit is partially exempt from the *Residential Tenancies Act*.

A Notice of Rent Increase must be properly filled out and given before the rent can be increased. These instructions will help you complete the form. It is your responsibility to make sure that the Notice of Rent Increase complies with the requirements of the *Residential Tenancies Act*.

You can obtain this form at the Landlord and Tenant Board office in your area or from the Board's website at www.LTB.gov.on.ca.

January 31, 2007

About this notice...

You must give the tenant notice of any rent increase at least 90 days before the date of the increase. There are many ways you can give this notice to the tenant. You can:

- hand it directly to the tenant or to an adult in the rental unit,
- leave it in the tenant's mailbox or where mail is ordinarily delivered,
- place it under the door of the rental unit or through a mail slot in the door,
- send it by fax to a fax machine where the tenant carries on business or to a fax machine in their residence,
- send it by courier (if you courier it, you must allow one business day for delivery),
- send it by mail (if you mail it, you must allow five days for delivery).

You cannot give the tenant this notice by posting it on the door of the tenant's rental unit.

In most cases, landlords can increase the rent if at least 12 months have passed since the date of the last rent increase or since the date the tenant moved into the rental unit.

When to use Form N2

Use **Form N2** if the rental unit is exempt from the rules limiting rent increases under the *Residential Tenancies Act*. This would include non-profit and other social housing rental units, including care home units that are exempt from the rules limiting rent increases. It would also include new rental units in residential complexes that were first occupied on or after November 1, 1991, which are also exempt from the rules limiting rent increases.

When to use Other Forms...

There are two other forms that can be used when increasing the rent:

- Use **Form N1** to increase the rent for any rental unit that is covered by the rules limiting rent increases under the *Residential Tenancies Act*, except for care home units.
- Use **Form N3** (Notice to Increase the Rent and/or Charges for Care Services and Meals) to increase the rent for **any care home unit** that is covered by the rules limiting rent increases under the *Residential Tenancies Act*.

How to complete the form...

To: Fill in the tenant's name and complete address, including the unit number. If there is more than one tenant living in the rental unit, fill in the names of all of the tenants.

From: Fill in the landlord's name and address. If there is more than one landlord, fill in the names of all the landlords.

Address of Rental Unit: Fill in the address and unit number of the rental unit covered by this notice.

Your New Rent: Fill in the date the rent will increase and the total amount, in dollars and cents, that you will charge the tenant on that date. The new rent is the total of the rent for the rental unit and all charges the tenant pays to you separately.

Write in whether the new rent will be charged each month or week. If you charge rent by some other period (for example, quarterly), write in the period that the rent covers.

Signature: If you are the landlord, check the box marked "landlord" and sign your name. Print your name above your signature. Include your telephone number and the date you are signing this notice.

If you are the landlord's agent, check the box marked "agent", sign your name and include the date you are signing this notice. In the space marked "Agent Information", fill in your name, company name (if applicable), mailing address, telephone number, and fax number, if you have one.

If you need more information...

If you need more information or have any questions, call the Landlord and Tenant Board at 416-645-8080 or toll-free at 1-888-332-3234. You can also visit the Board's website at www.LTB.gov.on.ca.