

3. If the landlord is applying for a rent increase above the guideline because capital expenditure work was done, the landlord must make the supporting documents that accompany the application available to the tenants of the residential complex.
 - If the landlord has an office in or close to the residential complex, the landlord must allow the tenants to view a copy of the supporting documents during normal business hours.
 - If the landlord is required to provide the Board with a compact disc containing the supporting documents (see note 2), then the landlord must provide a copy of the compact disc to a tenant who requests it. The landlord cannot charge more than five dollars for providing a copy of the compact disc. Alternatively, if the landlord and tenant agree, the landlord can provide either of the following:
 - a photocopy of the supporting documents at a reasonable charge based on the landlord's out-of-pocket costs for making the copies, or
 - a copy of the supporting documents in PDF format, by e-mail, at no charge.
 - If the landlord does not have to provide the Board with a compact disc containing the supporting documents (see note 2), then the landlord must provide a photocopy of the supporting documents for a charge of not more than five dollars.
4. Once the landlord files this application with the Board, the Board will give the landlord a Notice of Hearing. The landlord must give the tenant(s) of the units affected by this application a copy of the application and the Notice of Hearing at least 30 days before the hearing.

Once the landlord has given the tenant(s) copies of the application and Notice of Hearing, the landlord must file a Certificate of Service with the Board showing how and when the landlord gave the documents to the tenant(s).

5. It is an offence under the *Residential Tenancies Act* to file false or misleading information with the Landlord and Tenant Board.
6. The Board has Rules of Practice that set out rules related to the application process, and Interpretation Guidelines that explain how the Board might decide specific issues that may arise in an application. You can purchase a copy of the Rules and Guidelines from your local Board office or view them online at **www.LTB.gov.on.ca**.
7. For further information you may contact the Landlord and Tenant Board at **416-645-8080** or toll-free at **1-888-332-3234**. Or, you may visit the Board's web site at **www.LTB.gov.on.ca**.



If you are applying for a rent increase above the guideline because of an increase in municipal taxes and charges, utility costs or operating costs for security services, you must fill out this schedule. You must attach evidence of costs and payment for all the costs you are applying for. If you received any grants or other forms of financial assistance, rebates and refunds that effectively reduced the costs for the periods you are claiming, you must attach evidence of the amount(s) you received. See the instructions for further information.

A. Municipal Taxes and Charges

In the space below, fill in the annual accounting periods and the costs claimed for each period. See the instructions for information about how to determine the accounting periods.

Accounting Periods	Reference Year: _____	Base Year: _____
Costs		

- ☐ These costs affect all of the rental units in the complex.
- ☐ These costs affect some, but not all of the rental units in the complex.

Did you receive any refunds, rebates, grants or other type of financial assistance for this cost category for the reference year or base year indicated above?

☐ Yes ☐ No

If yes, indicate the source of the assistance, the total amount and the period to which it applies.

Source	Period		Total Amount
	From (dd/mm/yyyy)	To (dd/mm/yyyy)	

Attach additional sheets if necessary

Did you take these amounts into account in arriving at the costs for the reference year and base year indicated above?

☐ Yes ☐ No

B. Utilities and Security Services

In the table below, fill in the annual accounting periods and the costs claimed for each period. See the instructions for information about how to determine the accounting periods.

Accounting Periods	Reference Year From : _____ To : _____	Base Year From : _____ To : _____
Utilities - Heat		
- Electricity		
- Water		
Security Services		

- ☐ The costs in all the categories listed above affect all the rental units in the complex.
- ☐ The costs in one or more of the categories listed above affect some, but not all of the rental units in the complex.

Did you receive any refunds, rebates, grants or other type of financial assistance for heat, electricity, or water for the reference year or base year indicated above? ☐ Yes ☐ No

If yes, indicate the source of the assistance, the utility it applies to, the period to which it applies, and the total amount received.

Source	Utility	Period		Total Amount
	Heat/Electricity/Water	From (dd/mm/yyyy)	To (dd/mm/yyyy)	

Attach additional sheets if necessary

Did you take these amounts into account in arriving at the costs for the reference year and base year indicated above? ☐ Yes ☐ No

C. Do any of the operating cost categories (municipal taxes and charges, utilities or security services) relate to non-residential portions of the complex or other residential complexes? ☐ Yes ☐ No

If yes, list the category and provide details below of how you propose costs should be allocated. See the instructions for further information.

Attach additional sheets if necessary



D. Information about Units Affected by Operating Costs

You must provide the following information about rental units affected by increased costs for municipal taxes, utilities (heat, electricity or water) or security services.

Operating Cost Categories	Column 1 Units that are affected by the cost category and are covered by this application (list unit numbers)	Column 2 Total rent charged for units listed in Column 1	Column 3 Total rent charged for all rental units in the complex affected by the operating cost
Municipal taxes and charges			
Utilities - Heat			
- Electricity			
- Water			
Security Services			



A. Description and Costs

If you are applying for an increase above the guideline because you incurred capital expenditures, you must fill out this schedule completely. You must attach copies of the *Capital Expenditures: Additional Details* form and evidence of costs and payment for each expenditure you are applying for. See the instructions for further information. If you are applying for more than five capital expenditure items, complete additional copies of this schedule.

Item #	Description of Capital Expenditure	Date Completed (dd/mm/yyyy)	Useful Life	Labour/Material and Contract Costs	Landlord's Own Labour Hours X Rate = Total	Total Costs

Attach additional sheets if necessary

- ☐ The costs listed above affect all of the rental units in the complex.
- ☐ The costs for one or more of the items listed above affect some, but not all of the rental units in the complex.

B. If any of the capital expenditure items affect some, but not all of the rental units in the complex, list the item number(s) and provide the following details.

Item Number	Column 1 Units that are affected by the item and are covered by this application (list unit numbers)	Column 2 Units that are affected by the item but are not covered by this application (list unit numbers)

Attach additional sheets if necessary



C. Did you receive any money from an insurer, government grants or forgivable loans or other assistance, or proceeds from trade-in, salvage or resale for any capital expenditure items(s)? ☐ Yes ☐ No

If yes, list the item number, the source of the funds and the amount you received below.

Item Number	Source	Total Amount

Attach additional sheets if necessary

D. Do any of the capital expenditure items relate to non-residential portions of the complex or other residential complexes? ☐ Yes ☐ No

If yes, list the item and provide details of how you propose costs should be allocated below. See the instructions for further information.

Attach additional sheets if necessary







If you are applying for an increase above the guideline because you did capital expenditure work, you must provide the following information for each rental unit in the residential complex, including units not covered by the application, vacant units or units that are not rented. If necessary, attach additional copies of this schedule. See the instructions for further information.

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Capital Expenditures: Additional Details

Item number and description of work:	Total labour, material & contract costs claimed in application for this item (not including landlord's own labour)*: \$	Date work completed:
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Name of contractor/ supplier	Invoice/ bill number	Invoice/ bill date (dd/mm/yy)	Invoice/ bill amount \$	Method of payment	Cheque number	Payment amount \$	Payment date (dd/mm/yy)	Amount related to this item \$	Remarks:
								Total*: \$	

*The amount shown in "Total labour, material and contract costs claimed in application for this item ..." should be the same as the total for "Amount related to this item"

