

For Office use only: File Number:

Application for a Rent Increase Above the Guide

Page 1 of 3

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Form L5	

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Read the Instructions carefully before completing the Form. Print or Type in Uppercase.

Part 2: Reasons for Your Application

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Important Information

- 1. The landlord must file this application at least 90 days before the date the first intended rent increase covered by the application will take effect.
- 2. Along with the application, the landlord must file evidence of the costs claimed in the application and proof of payment of those costs. If the landlord is applying for a rent increase above the guideline because capital expenditure work was done, the landlord must also file a copy of the *Information about Rental Units in the Complex* form and a copy of the *Capital Expenditures: Additional Details* form for each capital expenditure item claimed in the application.

If the landlord is applying for a rent increase above the guideline because capital expenditure work was done, the landlord must also provide the Board with the following documents:

- two additional photocopies of the application,
- two additional photocopies of all of the supporting documents (including supporting documents related to increased operating costs, if claimed in the application),
- a compact disc that contains a scanned version of the supporting documents in portable document format (PDF).
 Note: The landlord does not have to provide a compact disc of the supporting documents if the residential complex has six or fewer rental units, and is located in a rural or remote area, and the landlord cannot reasonably provide the compact disc.

If the landlord does not file the required supporting documents at the time the application is made, a Member may refuse to allow the landlord to file these documents at a later date. This may result in the landlord being unable to prove their claim.

See the instructions for additional details about what must be filed.

- 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 *Residental 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 instruction	ons
for information about how to determine the accounting periods.	

Accounting Periods	Reference Year:		Base Year:	
Costs				
These costs affect some,	he rental units in the complex but not all of the rental units	in the complex.		
ference year or base year	s, rebates, grants or other typ indicated above? f the assistance, the total am			ry for the □ Yes □ N
So	urce	Per From (dd/mm/yyyy)	iod To (dd/mm/yyyy)	Total Amoun
	Attach additional	sheets if necessary		

B. Utilities and Security Services

C.

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	From	Reference Yea		F	Base Year From : To	:
Utilities - Heat						
- Electricity						
- Water						
Security Services						
☐ The costs in all the categor	ries listed a	above affect all the	e rental units in t	he co	mplex.	
☐ The costs in one or more o	f the cateo	gories listed above	e affect some, bu	ut not a	all of the rental units ir	the complex.
Did you receive any refunds, reference year or base year i			e of financial ass	istanc	•	or water for the
If yes, indicate the source of amount received.	the assist	ance, the utility it a	applies to, the pe	eriod to	o which it applies, and	the total
Source		Utility Heat/Electricity/Water	From (dd/mm/yy	Peri	iod To (dd/mm/yyyy)	Total Amount
		Troub Elocations, Trades		33/	10 (ua////////////////////////////////////	
		Attach additional	sheets if necessary	,		
Did you take these amounts	into accou	ınt in arriving at th	e costs for the re	eferen		rindicated above ☐ Yes ☐ No
Do any of the operating cos non-residential portions of						rices) relate to
If yes, list the category and p for further information.	rovide det	ails below of how	you propose cos	sts sho		

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

\sqcup	The costs	listed above	affect all o	of the rental	l units in t	he comple	ex.
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☐ 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



Item Number	Source	Total Amount
	Attach additional sheets if necessary	
. Do anv of the c	apital expenditure items relate to non-residential portions	of the complex or other resi
complexes?	apian experiment nome relate to her recitation permane	☐ Yes ☐ No
	nd provide details of how you propose costs should be allocat	ed helow. See the instructions
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Part 1:	laaA	lication	Fee
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Part 1: Application	лгее						
The application fee	is \$200 for the first ten	units + \$10 for	each additional ur	nit to the maximur	m of \$1000.		
Select how you are	paying the application	fee:					
☐ Cash ☐ Debit Card			☐ Money Order	☐ Ce	☐ Certified Cheque		
			Money orders and "Minister of Finan	d certified cheques ice"	must be made payable	to the	
Credit Card:	□ Visa	□ Maste	rCard		n Express		
Credit Card No	umber			Expiry Date /	7		
Cardholder's N	Name			mm yy	_		
Cardholder's S	Signature:				7		
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Part 2: Interpreta	tion Services Require	ea					
Shade in whether y	you require either of the	e following servi	ces at the hearing	:			
French language				☐ Sign languag	e services		
Note: You must live	in an area designated for Frenc	ch language services					
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Information about Rental Units in the Complex

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.

Unit number	Unit not covered by application (Place an "X" in this column if the unit is not covered by the application)	Total current rent (Place "\$0.00" in this column if the unit is vacant or not rented)	Frequency of Rent (per month/week etc.)	Date current tenancy began (dd/mm/yy) (Complete only if the tenancy began less than 18 months before the deadline to file the application)





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:	
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"

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