

Guide Form N: Application to Director—Rent Increase Greater Than Annual Allowable Rent Increase Amount

(subsection 11B(2) of the Residential Tenancies Act and Section 25D of the Residential Tenancies Regulations)



What are these forms for?

Use these forms to seek authorization from the Director to give a rent increase greater than the Annual Allowable Rent Increase Amount (AARIA).

Form O—Financial Information In Support of a Rent Increase Greater Than Annual Allowable Rent Increase Amount **MUST** accompany these forms.

How to complete these forms?

Important Information

Do not complete.

Filed By

Landlord's name: Give your name as it appears on the lease. If you do not have a lease, use your company name, or, if you do not have a company name, your full name. If you are representing a landlord, give the landlord's company name or full name.

Street number and name: Give your full civic address as it appears on the lease.

Against

Give the list of tenants and the civic address of the manufactured home space. Attach a separate sheet if required.

Details of application

Number of manufactured home spaces included in this application: Ensure this number is consistent with the list provided in the Against section.

The Annual Allowable Rent Increase Amount: Complete the dates for the applicable year, as given on the Residential Tenancies website (novascotia.ca/rta), as well as the published AARIA.

Confirm that you will be attaching Form O.

The applicant is applying for permission to: Select an option:

Give the same percentage increase to each manufactured home space included in this application. All spaces must have the same rent increase (anniversary) date.

OR

Attach a completed appendix A showing the percentage increase that will be given to each manufactured home space.

Check only if applicable: If, in the previous year, you did not give the full AARIA, you may request to have any outstanding amount applied to this year's increase. Give details of the increase you gave, and what portion you would like to apply to this year.

Certificate of Service

Complete the Certificate of Service and return to an Access Centre once all tenants have received their rental increase notice. The customer service representative at the Access Centre can provide additional information.

Sign and date this form

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What do I do with the completed forms?

➡ Take the completed Form N and Form O to an Access Centre.

We will complete the top portion of the form and provide you with a copy for your records and copies to serve on your tenants with Form M—Notice of Rent Increase.

You must serve all tenants 7 months before your tenants' anniversary dates. The notice must be given before the day of the month that rent is payable.

➡ Formally serve the tenant with the copy provided.

You may do this in several ways:

- 1 Hand the form in person to the tenant.

Date served is the same date.

- 2 Send it by pre-paid registered mail, express post or courier service to:

- the address of the residential premises listed in the lease if the tenant still lives there
- a forwarding civic address provided by the tenant

Date served is the 3rd day after the date mailed. Keep a copy of the receipt showing proof the notice was prepaid, and sent.

- 3 Send it electronically if the tenant has provided an electronic address in the lease to receive documents. The electronic copy must be substantially the same as the original and capable of being retained by the tenant so they can use for later reference.

Date served depends on the time and the day sent as follows:

- If sent before 4:00 pm on any day other than a Saturday, Sunday, or holiday, it is deemed to have been served on the day sent.
- If sent after 4:00 pm on any day, it is deemed to have been served on the next day that is not a Saturday, Sunday, or holiday.
- If sent on a Saturday, Sunday, or holiday, it is deemed to have been served on the next day that is not a Saturday, Sunday, or holiday.

If you have made several attempts to serve the tenant and have been unsuccessful, contact the Residential Tenancies Program.

➡ Once you have completed service, return to the Access Centre to sign a Form L1—Certificate of Service.

Make a copy of this for your records.

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▶ Important information/Office use only

Tenants: If you wish to make submissions in writing to the Residential Tenancy Officer in response to this application, you must do so no later than (date - YYYY MM DD) _____

Important deadline for landlords: A copy of this application along with a Notice of Rent Increase for Manufactured Home Space in Form M must be served on each tenant named in this application. Service must take place at least 7 months before the tenant's anniversary date. The notice must be given before the day of the month that rent is payable. The landlord must return a copy of the Certificate of Service to the Director no later than (date - YYYY MM DD) _____

Landlords and tenants: Both landlords and tenants may inquire about this application by contacting

Residential Tenancy Officer's name (please print) _____

E-mail _____ Phone _____ Fax _____

▶ Filed by (applicant—landlord)

Name (first name, initial, last name OR company name)

Street number and name (civic address) _____ Apartment _____

City or town _____ Province _____ Postal code _____

Phone (home) _____ Phone (business/other) _____

Email _____

Mailing address, if different

Street number and name (civic address) _____ Apartment _____

City or town _____ Province _____ Postal code _____

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Against (respondent—tenant) (Attach an additional sheet if necessary)

Name (first name, initial, last name) _____
Street number and name (civic address) _____ Apartment _____
City or town _____ Province _____ Postal code _____

Name (first name, initial, last name) _____
Street number and name (civic address) _____ Apartment _____
City or town _____ Province _____ Postal code _____

Name (first name, initial, last name) _____
Street number and name (civic address) _____ Apartment _____
City or town _____ Province _____ Postal code _____

Name (first name, initial, last name) _____
Street number and name (civic address) _____ Apartment _____
City or town _____ Province _____ Postal code _____

Name (first name, initial, last name) _____
Street number and name (civic address) _____ Apartment _____
City or town _____ Province _____ Postal code _____

Name (first name, initial, last name) _____
Street number and name (civic address) _____ Apartment _____
City or town _____ Province _____ Postal code _____

Name (first name, initial, last name) _____
Street number and name (civic address) _____ Apartment _____
City or town _____ Province _____ Postal code _____

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Details of application

This is an application by the landlord for permission to increase rent by an amount that is greater than the Annual Allowable Rent Increase Amount.

Number of manufactured home spaces included in this application _____

The Annual Allowable Rent Increase Amount published by Service Nova Scotia for rent increases with an effective date from January 1, 20____, to December 31, 20____, is _____%.

Form O—Financial Information in Support of a Rent Increase Greater Than Annual Allowable Rent Increase Amount has been completed in full and has been submitted with this application.

The applicant is applying for permission to (check applicable box)

give the same rent increase of _____% with an effective date (YYYY MM DD) of _____ to all tenants named in this application

OR

give rent increases as set out in Appendix A to this application

Check only if applicable

The applicant is seeking to have an unused portion of the Annual Allowable Rent Increase Amount from the previous calendar year (the period from January 1, 20____ to December 31, 20____) be considered in this application. The allowable increase for that period was _____%. The applicant gave an increase of _____% during that period, and is seeking to have the unused portion of _____% considered in this application.

Sign and date this form

Applicant's signature _____ Date (YYYY MM DD) _____

Important Information For Tenant

This application has been filed with the Director of Residential Tenancies.

- The Director has authorized the Residential Tenancy Officer to determine the rent increase amount in response to this application.
- **If you wish to review the Form O—Financial Information in Support of a Rent Increase Greater Than Annual Allowable Rental Increase Amount or supporting documentation provided by the landlord to the Director, you may contact the Residential Tenancy Officer using the information indicated on the first page of this application.**
- There will not be an oral hearing. The Director's Order that the Residential Tenancy Officer issues will be based on this application, the Form O—Financial Information in Support of Rent Increase Greater Than Annual Allowable Rent Increase Amount, any written submissions and supporting documentation submitted by the landlord and tenants, and the guidelines set out in Section 26 to 32 of the Residential Tenancies Regulations.
- **If you wish to make any submissions for the Residential Tenancies Officer to consider, you must provide your submissions, in writing, and any supporting documentation to the Residential Tenancy Officer by the deadline indicated on the first page of this application.**
If you do not, the Residential Tenancy Officer will issue the order without your input.

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Appendix A

Effective date (YYYY MM DD) _____

Name (first name, initial, last name) _____ Current rent \$ _____
Street number and name (civic address) _____ Proposed rent \$ _____
_____ Proposed rent increase \$ _____
Postal code _____ %

Name (first name, initial, last name) _____ Current rent \$ _____
Street number and name (civic address) _____ Proposed rent \$ _____
_____ Proposed rent increase \$ _____
Postal code _____ %

Name (first name, initial, last name) _____ Current rent \$ _____
Street number and name (civic address) _____ Proposed rent \$ _____
_____ Proposed rent increase \$ _____
Postal code _____ %

Name (first name, initial, last name) _____ Current rent \$ _____
Street number and name (civic address) _____ Proposed rent \$ _____
_____ Proposed rent increase \$ _____
Postal code _____ %

Name (first name, initial, last name) _____ Current rent \$ _____
Street number and name (civic address) _____ Proposed rent \$ _____
_____ Proposed rent increase \$ _____
Postal code _____ %

Name (first name, initial, last name) _____ Current rent \$ _____
Street number and name (civic address) _____ Proposed rent \$ _____
_____ Proposed rent increase \$ _____
Postal code _____ %

Name (first name, initial, last name) _____ Current rent \$ _____
Street number and name (civic address) _____ Proposed rent \$ _____
_____ Proposed rent increase \$ _____
Postal code _____ %

Name (first name, initial, last name) _____ Current rent \$ _____
Street number and name (civic address) _____ Proposed rent \$ _____
_____ Proposed rent increase \$ _____
Postal code _____ %

Name (first name, initial, last name) _____ Current rent \$ _____
Street number and name (civic address) _____ Proposed rent \$ _____
_____ Proposed rent increase \$ _____
Postal code _____ %

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Sign and date this form

Date _____ Signature _____

Print name _____

- **This Certificate must be completed by the person who served the document.**
- **If you served the documents by registered mail, express post or courier service, they are deemed to have been served on the 3rd day after the day of mailing. Attach the receipts for each tenant showing proof that the documents were prepaid and sent.**
- **If you served the documents electronically and they were sent by 4:00 pm, they are deemed to have been served on the day on which they were sent, unless**
 - **they were sent on a Saturday, Sunday or holiday, in which case they are deemed to have been served on the next day that is not a Saturday, Sunday or holiday; or**
 - **they were sent after 4:00 pm on any day, in which case they are deemed to have been served on the next day that is not a Saturday, Sunday or holiday.**
- **If you served the documents electronically, attach copies of the emails for each tenant showing the date and time they were sent.**