

Form O Financial Information In Support of a Rent Increase Greater Than Annual Allowable Rent Increase Amount

(Section 25D of the Residential Tenancies Regulations)

What is this form for?

Use this form to provide information to allow a Residential Tenancy Officer to review the application for a rent increase greater than the Annual Allowable Rent Increase Amount.

This form must accompany Form N - Application to Director—Rent Increase Greater Than Annual Allowable Rent Increase Amount.

How to complete this form?

Land-lease community name / Land-lease community address

Provide the name and address of the land-lease community as provided on the lease. If you do not have a lease, give the full civic address, including the postal code.

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, please give the landlord's company name or full name.

Street number and name

Please give your full civic address as it appears on the lease and any phone numbers to reach you. Ensure it matches other documents that form part of this application. This will help ensure all parts of your application stay together.

Sign and date this form

Services provided

Please indicate what services you provide to tenants. The services that you indicate you provide should match the services identified on the leases your tenants have signed.

Are the services identified above available in identical form to all tenants? If not all tenants are provided the same services, in the same way, you must explain this here.

Calendar years to be used for financial information

Example: if you are applying for a rental increase amount greater than the Annual Allowable Rent Increase Amount published on or before March 1, 2013: Year 1 would be 2012, Year 2 would be 2011.

Income summary

Total income for the 2 calendar years

- Use one line for each rental rate within the community.
- Give the number of lots that will pay the same rent.
- Give the monthly rent amount.
- Multiply the two numbers for a monthly total.
- Multiply the total by 12 to calculate the annual total for each rate.
- Add all the totals and note on the far right.

Other income - Note any other income you receive.

Use extra pages if necessary.

TOTAL for the two years - Add the two annual totals and the additional other incomes.

Vacancy Summary

Year 1 / Year 2

For each year list any vacant spaces, and perform the calculation as above for the rent that would have been charged for the spaces if they were rented.

TOTAL for the two years - Add the two annual totals.

Expenses

List actual expenses for each year. You should be prepared to prove these expenses with documentation (e.g. financial statements, invoices, etc.).

Capital Costs

Complete this section if you have already made improvements. There is space to list two projects. Attach separate sheets if necessary.

Projected Capital Costs

Complete this section if you plan to make improvements.

Attach estimates for each project. There is space to list two projects. Attach separate sheets if necessary.

Current and Proposed Rent

For each manufactured home space listed on Form N:

Manufactured home civic address - Give this address as it is provided in the lease. If there is no lease, give the full civic address for the space.

Proposed rent - Give the total rent that you propose to charge for the space if the application is accepted.

Effective date: For all effective dates, give the date on which the tenant began, or will begin, to pay the rent listed.

Proposed rent increase - Give the amount by which the rent will increase, and the percentage used to calculate it.

Current rent - Give the rent the tenant is currently paying. Do not use the rent listed in the lease unless there has been no rent increase.

Year 1 rent - Give the rent for the space the tenant was paying during the year you have used as year 1 in this application.

Year 2 rent - Give the rent for the space the tenant was paying during the year you have used as year 2 in this application.

If a large number of spaces will receive an increase, you may use a spreadsheet or table to provide this information. Please ensure all headings are included.

Make a copy of this for your records.

Form O

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Land-lease community name

Land-lease community address

Street number and name (civic address)

City or town

Province

Landlord's name (first name, initial, last name or company name)

Street number and name (civic address)

Apartment number

City or town

Postal code

Phone (home)

Phone (business / other)

 - -
 - -

E-mail

Mailing address, if different

Street number and name (civic address)

Unit number

City or town

Postal code



I declare that the information included in this document and in the attachments is true and complete, and that the information represents a consistent presentation for all accounting periods reported.

Sign and date this form

Landlord or representative's signature

Date (YYYY MM DD)

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Services provided

Identify the services and amenities that are presently provided and paid for by the landlord and included in the rent payable.

- water
- sewer
- electricity
- snow removal
- garbage removal
- community security
- street lighting
- additional storage area
- park superintendent
- other

Are the services identified above available in identical form to all tenants?

- Yes
- No ➔ briefly explain

Calendar years to be used for financial information - For the purposes of this form, financial information must be reported for the 2 calendar years used to calculate the Annual Allowable Rent Increase Amount, as follows:

- **Year 1** is the calendar year that precedes the publication date of the Annual Allowable Rental Increase Amount used in this form.
- **Year 2** is the calendar year that precedes the calendar year defined as Year 1.

Income summary

Total (potential) income for the 2 calendar years defined above.

Year 1

<input style="width: 100%; height: 15px;" type="text"/>	lots @	\$ <input style="width: 100%; height: 15px;" type="text"/>	/month =	\$ <input style="width: 100%; height: 15px;" type="text"/>	x 12 =	\$ <input style="width: 100%; height: 15px;" type="text"/>
<input style="width: 100%; height: 15px;" type="text"/>	lots @	\$ <input style="width: 100%; height: 15px;" type="text"/>	/month =	\$ <input style="width: 100%; height: 15px;" type="text"/>	x 12 =	\$ <input style="width: 100%; height: 15px;" type="text"/>
<input style="width: 100%; height: 15px;" type="text"/>	lots @	\$ <input style="width: 100%; height: 15px;" type="text"/>	/month =	\$ <input style="width: 100%; height: 15px;" type="text"/>	x 12 =	\$ <input style="width: 100%; height: 15px;" type="text"/>
<input style="width: 100%; height: 15px;" type="text"/>	lots @	\$ <input style="width: 100%; height: 15px;" type="text"/>	/month =	\$ <input style="width: 100%; height: 15px;" type="text"/>	x 12 =	\$ <input style="width: 100%; height: 15px;" type="text"/>

Year 1 total = \$

Other income (parking, laundry, etc.) = \$

Year 2

<input style="width: 100%; height: 15px;" type="text"/>	lots @	\$ <input style="width: 100%; height: 15px;" type="text"/>	/month =	\$ <input style="width: 100%; height: 15px;" type="text"/>	x 12 =	\$ <input style="width: 100%; height: 15px;" type="text"/>
<input style="width: 100%; height: 15px;" type="text"/>	lots @	\$ <input style="width: 100%; height: 15px;" type="text"/>	/month =	\$ <input style="width: 100%; height: 15px;" type="text"/>	x 12 =	\$ <input style="width: 100%; height: 15px;" type="text"/>
<input style="width: 100%; height: 15px;" type="text"/>	lots @	\$ <input style="width: 100%; height: 15px;" type="text"/>	/month =	\$ <input style="width: 100%; height: 15px;" type="text"/>	x 12 =	\$ <input style="width: 100%; height: 15px;" type="text"/>
<input style="width: 100%; height: 15px;" type="text"/>	lots @	\$ <input style="width: 100%; height: 15px;" type="text"/>	/month =	\$ <input style="width: 100%; height: 15px;" type="text"/>	x 12 =	\$ <input style="width: 100%; height: 15px;" type="text"/>

Year 2 total = \$

Other income (parking, laundry, etc.) = \$

TOTAL for the two years = \$

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➔ Vacancy summary

Total vacancies for the 2 calendar years defined above.

Year 1

lots @ \$ /month = \$ x 12 = \$

lots @ \$ /month = \$ x 12 = \$

lots @ \$ /month = \$ x 12 = \$

lots @ \$ /month = \$ x 12 = \$

Year 1 total = \$

Year 2

lots @ \$ /month = \$ x 12 = \$

lots @ \$ /month = \$ x 12 = \$

lots @ \$ /month = \$ x 12 = \$

lots @ \$ /month = \$ x 12 = \$

Year 2 total = \$

TOTAL for the two years = \$

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Expenses

Total expenses for the 2 calendar years defined above.

General administration and insurance expenses	Year 1 20	Year 2 20
management fee.....	\$	\$
staff wages	\$	\$
office supplies and equipment	\$	\$
office utilities	\$	\$
other fees directly related to business operations	\$	\$
property and liability insurance.....	\$	\$
Utilities		
water and sewer	\$	\$
electricity.....	\$	\$
oil	\$	\$
natural gas.....	\$	\$
Grounds and maintenance services expenses		
road maintenance	\$	\$
common area and playground maintenance	\$	\$
water and sewer testing and maintenance	\$	\$
electrical maintenance.....	\$	\$
landscaping.....	\$	\$
snow removal	\$	\$
garbage removal	\$	\$
Miscellaneous maintenance and services expenses		
general equipment and vehicle maintenance	\$	\$
pest control.....	\$	\$
security	\$	\$
Property taxes	\$	\$
Other operating expenses (specify and attach receipts)		
_____	\$	\$
_____	\$	\$
_____	\$	\$
TOTAL EXPENSES	\$	\$

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Capital Costs

Attach copies of receipts, estimates, etc. for each item below. Attach additional sheet if necessary.

Description of work

Completion date (YYYY MM DD)

Cost

\$.

Expected life

years

Description of work

Completion date (YYYY MM DD)

Cost

\$.

Expected life

years

Projected Capital Costs

Attach copies of receipts, estimates, etc. for each item below. Attach additional sheet if necessary.

Description of work

Scheduled completion date (YYYY MM DD)

Cost

\$.

Expected life

years

Description of work

Scheduled completion date (YYYY MM DD)

Cost

\$.

Expected life

years

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Proposed Rent **Effective date** (YYYY MM DD)

Provide the following information for each manufactured home space receiving a rent increase that is greater than the Annual Allowable Rent Increase Amount.

Manufactured home civic address

Proposed rent	Proposed rent increase	Current rent	Effective date (YYYY MM DD)
\$ <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Year 1 rent	Effective date	Year 2 rent	Effective date (YYYY MM DD)
\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Manufactured home civic address

Proposed rent	Proposed rent increase	Current rent	Effective date (YYYY MM DD)
\$ <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Year 1 rent	Effective date	Year 2 rent	Effective date (YYYY MM DD)
\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Manufactured home civic address

Proposed rent	Proposed rent increase	Current rent	Effective date (YYYY MM DD)
\$ <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Year 1 rent	Effective date	Year 2 rent	Effective date (YYYY MM DD)
\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Manufactured home civic address

Proposed rent	Proposed rent increase	Current rent	Effective date (YYYY MM DD)
\$ <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Year 1 rent	Effective date	Year 2 rent	Effective date (YYYY MM DD)
\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Manufactured home civic address

Proposed rent	Proposed rent increase	Current rent	Effective date (YYYY MM DD)
\$ <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Year 1 rent	Effective date	Year 2 rent	Effective date (YYYY MM DD)
\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Manufactured home civic address

Proposed rent	Proposed rent increase	Current rent	Effective date (YYYY MM DD)
\$ <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Year 1 rent	Effective date	Year 2 rent	Effective date (YYYY MM DD)
\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>