

Necessary information regarding the fixing of rent

For office use only Bureau Année
N° de dossier - RN [] []
Codes de régisseur 1^{re} instance 001 [] [] [] [] [] []
Révision 002 [] [] [] [] [] []

The form must be returned to the Régie du logement as soon as possible.

Identification

1

Name of lessor

Address (Number, street, apartment)

Municipality

Postal code

2

Address of the building for which rent calculation is requested.

Address (Number, street)

Municipality

Postal code

Revenue

Rents for a building

Enter the total amount of rents that apply in December 2015 for each category. Estimate the rents of vacant units or of units occupied by the lessor according to the rents charged for comparable leased units.

3

Dwellings

	Number	Monthly rents
Rented	106 []	906 \$ [] .
Vacant	107 []	907 \$ [] .
Occupied by the lessor*	108 []	908 \$ [] .
Total	130 []	131 \$ [] .

4

Non-residential premises

	Number	Monthly rents
	500 []	510 \$ [] .
	501 []	511 \$ [] .
	502 []	512 \$ [] .
	503 []	513 \$ [] .

*Including a unit occupied by the lessor's family, an employee, or used for the operation of the building.

5

Other revenue from the operation of the building

Enter the total 2015 gross revenue provided by the operation of the building other than rent.

150 \$ [] .

Lessor's expenditures

6

Taxes

	Year 2016		Year 2015	
Municipal property taxes	180	\$ [] .	185	\$ [] .
	Year 2015-2016		Year 2014-2015	
School taxes	181	\$ [] .	186	\$ [] .

7

Insurance

Enter the cost for liability and fire insurance.

	Amount of bill pertaining to insurance policy in force on December 31, 2015		Amount of bill pertaining to insurance policy in force on December 31, 2014	
	190	\$ [] .	195	\$ [] .

Lessor's expenditures (continuation)

8 Energy

Enter **fuel and electricity costs** for the year 2015.

		Year 2015	
Electricity	234	\$.
Gas	232	\$.
Heating oil and other source	230	\$.

9 Maintenance costs

Enter **maintenance costs** for the year 2015.

Year 2015	
311	\$.

		Year 2015		Year 2014	
In the case of mobile home park , snow removal costs	300	\$.	301	\$.

10 Service costs

Enter **service costs** for the year 2015.

Year 2015	
312	\$.

11 Management costs

If **management costs** (refer to the guide) are higher than 5% of the annual revenue of the building, enter the total of these costs for the year 2015.

Year 2015	
313	\$.

12 Major repairs or improvements, installation of new services

Enter capital expenditures pertaining to major repairs, major improvements or installation of new services which were made between **January 1 and December 31, 2015**. Enter also operating expenses related to the installation of a new service, estimated for a full year.

Nature of the expenditure (Enter one expenditure per line)	Date of execution or installation		Number of dwellings affected	Capitals expenditures		Operating expenses resulting from the installation of the new service	
	Year	Month					
1.	450		460	470	\$.	480	\$.
2.	451		461	471	\$.	481	\$.
3.	452		462	472	\$.	482	\$.
4.	453		463	473	\$.	483	\$.
5.	454		464	474	\$.	484	\$.
6.	455		465	475	\$.	485	\$.
7.	456		466	476	\$.	486	\$.
8.	457		467	477	\$.	487	\$.
9.	458		468	478	\$.	488	\$.
10.					\$.		\$.
11.					\$.		\$.
12.					\$.		\$.

13 Subsidy or indemnity pertaining to major repairs or improvements

(refer to the guide)

Amount of subsidy \$

If an amount has been paid or is owing to you by a third party pertaining to an expense entered in **12**, enter the amount. \$

IMPORTANT! You must **submit at the hearing** all the invoices which made it possible to fill this form, that is to say municipal and school taxes, the invoices concerning the insurances, the invoices for energy costs, maintenance costs, snow removal costs (park of mobile homes), for service costs, management costs (if needed) and those related to major repairs or improvements. Pay a detailed attention at the dates indicated on this form. The produced invoices must correspond to these dates. **The absence of documents can cause an additional delay in the handling of the case or even cause its rejection.**

Date

Signature

Rough Copy

Necessary information regarding the fixing of rent

To keep for your file

Identification

1

Name of lessor

Address (Number, street, apartment)

Municipality

Postal code

2

Address of the building for which rent calculation is requested.

Address (Number, street)

Municipality

Postal code

Revenue

Rents for a building

Enter the total amount of rents that apply in December 2015 for each category. Estimate the rents of vacant units or of units occupied by the lessor according to the rents charged for comparable leased units.

3

Dwellings

	Number	Monthly rents
Rented	106	\$.
Vacant	107	\$.
Occupied by the lessor*	108	\$.
Total	130	\$.

4

Non-residential premises

	Number	Monthly rents
	500	\$.
	501	\$.
	502	\$.
Total	503	\$.

*Including a unit occupied by the lessor's family, an employee, or used for the operation of the building.

5

Other revenue from the operation of the building

Enter the total 2015 gross revenue provided by the operation of the building other than rent.

150 \$.

Lessor's expenditures

6

Taxes

	Year 2016		Year 2015	
Municipal property taxes	180	\$.	185	\$.
	Year 2015-2016		Year 2014-2015	
School taxes	181	\$.	186	\$.

7

Insurance

Enter the cost for liability and fire insurance.

	Amount of bill pertaining to insurance policy in force on December 31, 2015		Amount of bill pertaining to insurance policy in force on December 31, 2014	
	190	\$.	195	\$.

Lessor's expenditures (continuation)

8 Energy

Enter **fuel and electricity costs** for the year 2015.

		Year 2015	
Electricity	234	\$.
Gas	232	\$.
Heating oil and other source	230	\$.

9 Maintenance costs

Enter **maintenance costs** for the year 2015.

Year 2015	
311	\$.

		Year 2015		Year 2014	
In the case of mobile home park , snow removal costs	300	\$.	301	\$.

10 Service costs

Enter **service costs** for the year 2015.

Year 2015	
312	\$.

11 Management costs

If **management costs** (refer to the guide) are higher than 5% of the annual revenue of the building, enter the total of these costs for the year 2015.

Year 2015	
313	\$.

12 Major repairs or improvements, installation of new services

Enter capital expenditures pertaining to major repairs, major improvements or installation of new services which were made between **January 1 and December 31, 2015**. Enter also operating expenses related to the installation of a new service, estimated for a full year.

Nature of the expenditure (Enter one expenditure per line)	Date of execution or installation		Number of dwellings affected	Capitals expenditures		Operating expenses resulting from the installation of the new service	
	Year	Month					
1.	450		460	470	\$.	480	\$.
2.	451		461	471	\$.	481	\$.
3.	452		462	472	\$.	482	\$.
4.	453		463	473	\$.	483	\$.
5.	454		464	474	\$.	484	\$.
6.	455		465	475	\$.	485	\$.
7.	456		466	476	\$.	486	\$.
8.	457		467	477	\$.	487	\$.
9.	458		468	478	\$.	488	\$.
10.					\$.		\$.
11.					\$.		\$.
12.					\$.		\$.

13 Subsidy or indemnity pertaining to major repairs or improvements

(refer to the guide)

Amount of subsidy \$

If an amount has been paid or is owing to you by a third party pertaining to an expense entered in **12**, enter the amount. \$

IMPORTANT! You must **submit at the hearing** all the invoices which made it possible to fill this form, that is to say municipal and school taxes, the invoices concerning the insurances, the invoices for energy costs, maintenance costs, snow removal costs (park of mobile homes), for service costs, management costs (if needed) and those related to major repairs or improvements. Pay a detailed attention at the dates indicated on this form. The produced invoices must correspond to these dates. **The absence of documents can cause an additional delay in the handling of the case or even cause its rejection.**

Date

Signature



Necessary information regarding the fixing of the rent

Form in use for the calculation of the rent for which the amount is to be determined for the period starting between April 2, 2016 and April 1, 2017.

Guide

You must complete only one copy of the form per building, even if there are several rents to be calculated. The originals must be returned to the Régie du logement. The Régie will then send you a hearing notice. **At the hearing, you must be ready to provide bills in accordance with the information that you have given.** If some expenditures apply to non-residential premises or to some dwellings only, you will have to provide the necessary information in this regard at the hearing.

If you are a **new owner** and it is impossible for you to obtain the necessary information, you may ask the Régie to issue a subpoena calling upon the former owner to assist at the hearing with the documentation necessary for your proof. That subpoena must be served by bailiff, at your cost, at least three days prior to hearing.

The word **building** generally means an edifice where the dwelling subject to the rent calculation is located. It may also be a group of adjacent buildings managed as a whole, a rooming house, a mobile home park or a dwelling that is a condominium.

The numbered explanatory paragraphs in this guide refer to identically numbered sections of the enclosed form.

1 The **lessor** is the person who rents the dwelling to the lessee and whose name generally appears on the lease in that capacity.

2 Enter the **address of the building**. If the building has more than one street address, enter all the addresses.

3 Enter, for each category of dwelling, the total monthly rents that apply for the month of December 2015. Estimate the rents of vacant dwellings and of dwellings occupied by the lessor according to the rents charged for comparable leased dwellings. The rent includes any supplementary charges paid for by the tenants, for instance the charges paid for parking.

If the lease is meant for land intended for the installation of a mobile home, the word **dwelling** has to be replaced by **land**.

4 The **non-residential premises** are those used for commercial, professional, industrial or arts and crafts purposes. If there are such premises in the building, enter the December 2015 rents and estimate a normal rent for the non-rented premises. At the hearing, you must be ready to indicate the proportion of energy costs, maintenance costs and service costs that apply to the non-residential premises.

5 Enter the annual amount of revenue other than the revenue collected regularly from the tenants of the building, for instance, revenue from a laundromat or parking spaces (from people other than tenants of the building). Do not include the revenue of operation of non-residential premises for which the rents are declared in section 4.

6 Enter the amount of all **municipal taxes** (including service taxes) and **school taxes** billed for the building.

7 Enter the cost, for a maximum period of 12 months, of the policy for **fire and liability insurance** in force on December 31, 2015 and the cost for the policy in force on December 31, 2014.

8 **Energy costs** are those that are paid by you, for the usage of the dwellings, non-residential premises and common areas of the building, notably for the heating, electricity consumption or hot water.

If energy costs apply to some but not all the dwellings, you must be ready to indicate, at the hearing, which dwellings are affected.

9 **Maintenance costs** are those that are paid by you for minor repairs and upkeep of the building, the dwellings, the groundskeeping and of the installations that benefit the tenants. Consider the products necessary for maintenance, materials used for minor repairs, expenditures related to snow removal (in the case of a mobile home park, enter the costs in the appropriate boxes), minor carpentry and painting work, the maintenance of the grounds, the plumbing, the heating system, electrical wiring, elevators, washers and dryers, stoves and refrigerators, pool and machinery. Consider also the wages of employees who carry out the work and maintain the building (e.g. janitor) as well as fees due in virtue of a service contract (e.g. electrician, plumber).

Enter expenditures for the building as a whole, even if non-residential premises are located in it.

10 The **service costs** are those that are paid by you, and provide the tenant with services included in the lease such as security, food, personal care, etc. These expenditures include the cost of employees providing the services (e.g. security guard, cook, nurse, care giver, doorman) whether the employees work for the lessor or are engaged by way of a service contract. Service costs include the cost of inherently related products (e.g. food, nursing products).

Do not include operating costs for a **new service** put in place during the reference period. These costs must be entered in column "Operating expenses resulting from the installation of the new service" of section 12.

11 Management costs will be established, when the rent is calculated, at 5% of the annual revenue of the building, so that the lessor does not have to keep track of minor expenses and assess the value of the time he spends in the administration of the building. You have nothing to enter and no proof to submit for these costs to be considered.

Nevertheless, **upon filing of supporting documentation**, administration costs of up to 10% of the building's revenue may be allowed. These fees apply in particular to management contracts, salaries or administrative personnel, office expenses, advertising and book-keeping.

If you declare such costs, don't include interest and reimbursement of capital, capital cost allowance, cost relating to the sale or acquisition of a building and those pertaining to the mortgage renewal.

12 **Major repairs or improvements** are considered as capital expenditures. They are paid by you and are not part of the general operation expenses. They may be expenditures for repairing or modifying the major components of the structure of the building (e.g. roof, plumbing, heating system, insulation, windows), for renovating (e.g. major carpentry and painting work) in the dwellings, common areas or added secondary installations (e.g. parking, pool).

Besides the capital expenditures, it is possible that you have to pay for **new operating expenses** following the installation of a service. For instance, when installing a swimming pool or a garage, new operating expenses apply, or when providing a new service to the tenants, wages of employees must be paid for. You must estimate the cost of these new operating expenses for a full year.

If capital expenditures or new operating expenses apply to some but not all of the dwellings, you must be ready to specify, at the hearing, which dwellings are affected.

As far as possible, enter one expenditure per line. However, if more space is needed, you can group together the expenditures that benefit to the same dwellings.

13 Enter the amount of any **subsidy** that you received for financing **major repairs or improvements** entered in section 12.

If you have benefited from a reduced interest loan concerning these expenditures, you must give the specifics at the hearing namely the amount of the loan and the annual payments.

Useful information may be found in the documents attesting to your agreement with the Canada Mortgage and Housing Corporation (CMHC), the Société d'habitation du Québec (SHQ) or your municipality.

Indicate the amounts of any **subsidies** received or to be received, in connection with a **major repair or renovation** entered in section 12.