

Necessary information
regarding the fixing of rent

For office use only

N° de dossier - RN

Codes de juge administratif

Bureau

1^{re} instance

Révision

Année

001

002

Within 90 days after this form is sent, the lessor must notify a copy of the duly completed form to the lessee and file proof of such notification in the record of the Tribunal. Where the applicant is the lessor and fails to file such proof of notification in the record of the Tribunal, the application expires and the Tribunal closes the record.

Identification

1

Name of lessor

Last name

First name

No.

Street

Apt.

City / Municipality

Postal code

Last name

First name

No.

Street

Apt.

City / Municipality

Postal code

2

Address of the building for which rent calculation is requested.

No.

Street

Apt.

City / Municipality

Postal code

All or a part of this building is a private seniors' residence (box to be checked off).

Revenue

Rents for a building

Enter the total amount of rents that apply in December 2023 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

Rented

Vacant

Occupied by the lessor*

Total

106

107

108

130

906

907

908

131

\$

\$

\$

\$

4

Non-residential premises

500

501

502

503

510

511

512

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 2023 gross revenue provided by the operation of the building other than rent.

150

\$

Lessor's expenditures

6

Taxes

Municipal property taxes

School taxes

Year 2024

Year 2023

Year 2023-2024

Year 2022-2023

180

185

181

186

\$

\$

\$

\$

7 Insurance

Enter the cost for liability and fire insurance.

Amount of bill
pertaining to insurance
policy in force on
December 31, 2023

Amount of bill
pertaining to insurance
policy in force on
December 31, 2022

190

195

\$

\$

Tribunal administratif du logement

TAL-004A-E RN (2023-11) / DAJ

Lessor’s expenditures (continuation)

8 Energy

Enter **fuel and electricity costs** for the year 2023.

Year 2023		
Electricity	234	\$
Gas	232	\$
Heating oil and other source	230	\$

9 Maintenance costs

Enter **maintenance costs** for the year 2023.

Year 2023	
311	\$

In the case of **mobile home park**, enter snow removal costs.

Year 2023		Year 2022	
300	\$	301	\$

10 Service costs

Building service costs
Enter the **building service costs** for 2023.

Year 2023	
312.1	\$

Costs of services of a personal nature provided to the lessees
(Private seniors’ residence only)

If a notice of increase has been given after July 31, 2023, or should a lease adjustment become effective after July 31, 2023, enter, for 2023, the **costs of services of a personal nature provided to the lessees**, as included in the private seniors’ residence leases.

Year 2023	
312.2	\$

Total service costs
Enter the **total service costs** for 2023 (lines 312.1 + 312.2)

Year 2023	
312.3	\$

11 Management costs

If **management costs** (refer to the Explanatory sheet) are higher than 5% of the annual revenue of the building, enter the total of these costs for the year 2023.

Year 2023	
313	\$

12 Major repairs or improvements and 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, 2023**. 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 Explanatory sheet)

Amount of subsidy

491	\$
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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.

494	\$
-----	----

IMPORTANT! At the hearing, you must provide, as evidence, all relevant documents, for example, municipal property tax and school tax accounts, insurance-related invoices, invoices for energy costs, maintenance costs and snow removal costs (mobile home park), service costs, management fees (as required) and costs related to major repairs or improvements. Pay close attention to the dates. **If any document is lacking, there may be additional delays in processing the application or the application may be dismissed.**

Date

Signature

Necessary information
regarding the fixing of rent

Rough Copy

To keep for your file

Identification

1Name of lessor

Last name		First name		
No.	Street	Apt.	City / Municipality	Postal code

Last name		First name		
No.	Street	Apt.	City / Municipality	Postal code

2Address of the building for which rent calculation is requested.

No.	Street	Apt.	City / Municipality	Postal code
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☐ All or a part of this building is a private seniors' residence (box to be checked off).

Revenue

Rents for a building

Enter the total amount of rents that apply in December 2023 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.

3Dwellings

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

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

4Non-residential premises

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

5Other revenue from the operation of the building

Enter the total 2023 gross revenue provided by the operation of the building other than rent.

150	\$
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Lessor's expenditures

6Taxes

	Year 2024	Year 2023
Municipal property taxes	180 \$	185 \$
	Year 2023-2024	Year 2022-2023
School taxes	181 \$	186 \$

7Insurance

Enter the cost for liability and fire insurance.

	Amount of bill pertaining to insurance policy in force on December 31, 2023	Amount of bill pertaining to insurance policy in force on December 31, 2022
190	\$	195 \$

Lessor’s expenditures (continuation)

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Year 2023		
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Year 2023	
311	\$

Year 2023		Year 2022	
In the case of mobile home park , enter snow removal costs.	300	\$	301
		\$	

10 Service costs

Building service costs
Enter the **building service costs** for 2023.

Year 2023	
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Costs of services of a personal nature provided to the lessees
(Private seniors’ residence only)

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Year 2023	
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Total service costs
Enter the **total service costs** for 2023 (lines 312.1 + 312.2)

Year 2023	
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11 Management costs

If **management costs** (refer to the Explanatory sheet) are higher than 5% of the annual revenue of the building, enter the total of these costs for the year 2023.

Year 2023	
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10.						\$		\$
11.						\$		\$
12.						\$		\$

13 Subsidy or indemnity pertaining to major repairs or improvements
(refer to the Explanatory sheet)

Amount of subsidy	491	\$
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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.	494	\$
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IMPORTANT! At the hearing, you must provide, as evidence, all relevant documents, for example, municipal property tax and school tax accounts, insurance-related invoices, invoices for energy costs, maintenance costs and snow removal costs (mobile home park), service costs, management fees (as required) and costs related to major repairs or improvements. Pay close attention to the dates. **If any document is lacking, there may be additional delays in processing the application or the application may be dismissed.**

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,
2024 and April 1, 2025.

EXPLANATORY SHEET

You must complete only 1 copy of the form per building, even if there are a number of rents to be fixed.

For each application to fix rent, you must NOTIFY the Necessary information regarding the fixing of the rent form to each lessee appearing on the lease of the dwelling concerned by the application.

The original of this forme, duly completed, as well as its proof(s) of notification for each lessee concerned, must be filed with the Tribunal administratif du logement within 90 days following the date on wich the form is submitted by the Tribunal. With each proof of notification filed with the Tribunal, both the lessee and the case record concerned must be clearly identifiable.

If your form addresses a number of applications, it is important that you clearly indicate on the form the record numbers of all the applications.

Where the applicant is the lessor and fails to file such proof of notification in the record of the Tribunal within that 90-day period, the application expires and the Tribunal closes the record.

If these requirements are met, the Tribunal administratif du logement will summon you to a hearing during which you must be able to provide the accounts and the invoices in support of the amounts that you have entered. However, if you are convened within that time period, you must bring proof of notification to the hearing, if it has not already been filed in the record.

Should there be expenses that apply to non-residential premises or to certain dwellings only, you will need to be able to provide details in that regard.

If you are a new owner and are unable to obtain the necessary documents, you may ask an administrative judge or a special clerk of the Tribunal to issue a subpoena directing the former owner to appear at the hearing with the documents needed to support your application. The subpoena must be served by a bailiff, at your expense, at least 3 days beforethe hearing. You can also choose to have your lawyer issue the subpoena.

The term “building” usually means the structure in wich is located the dwelling for wich the rent is to be fixed. Depending on the case, it could also be a group of adjacent co-managed buildings, a rooming house, a mobile home park or a dwelling held in divided co-ownership.

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.
- 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 2023. 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 lessees, 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 2023 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 lessees of the building, for instance, revenue from a laundromat or parking spaces (from people other than lessees 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 **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, 2023 and the cost for the policy in force on December 31, 2022.
- 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 lessees. 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 **Service costs** can be broken down into two categories: costs of services of a personal nature provided to the lessees and building service costs.

The costs of services of a personal nature provided to the lessees are the costs incurred by you, if applicable, to deliver, to all the lessees in a private seniors' residence, services included in the leases and categorized as follows: meal services, domestic help (e.g. housekeeping, caring for clothing and bedding, and dispensing medication), personal assistance (e.g. help with eating, personal care, grooming, dressing and bathing) or nursing care (activities reserved by law for nurses or nursing assistants).

Building service costs are the costs incurred by you, if applicable, to provide, to all the dwellings, services included in the leases, such as security services, doorman services, cable services, etc.

The costs of services of a personal nature provided to the lessees and building service costs include, in particular, the remuneration of personnel providing such services, whether in the form of building employee salaries or fees under a service or business contract.

These costs also include the cost of the various products required to provide these services.

Do not include operating expenses for a new service introduced during the reference period. These expenses must be entered in the "Operating expenses resulting from the installation of the new service" column 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 lessees, 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.