

For office use only

Bureau

Année

Codes de juge administratif

1^{re} instance 001

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N° de dossier - RN

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Révision 002

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For a period starting **between April 2, 2025 and April 1, 2026**

Within 90 days after this form is sent, the lessor must notify a copy of the duly completed form to the lessee and file it, together with its proof of 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 Information about the building concerned

Address 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 or another lodging facility where services of a personal nature provided to the lessee are provided to seniors (box to be checked off).

Income from the building

Rents from the building

Enter the total amount of rents that apply in December 2024 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	301	302 \$	
Vacant	303	304 \$	
Occupied by the lessor*	305	306 \$	
Total	307	308 \$	

4

Non-residential premises			
	Number	Monthly rents	
401	402 \$		
403	404 \$		
405	406 \$		
407	408 \$		

* 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 gross annual revenue from operating the building (other than rent) in 2024

501 \$

Building taxes and insurance

6 Taxes

Municipal property taxes		Year 2025	
601	\$	602	\$
Year 2024-2025			
School taxes		Year 2023-2024	
603	\$	604	\$

7 Insurance

Enter the cost for **liability and fire insurance**.

701	\$	702	\$
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8 Major repairs or improvements

Enter capital expenditures pertaining to major repairs, major improvements or installation of new services which were made between January 1 and December 31, 2024.

Expenditure No.	Description of the expenditure (Enter one expenditure per line)	Work end date		Expenditure amount		Number of dwellings affected	Number of non-residential premises affected
		Year	Month	\$	\$		
1.		810		830	\$	850	
2.		811		831	\$	851	
3.		812		832	\$	852	
4.		813		833	\$	853	
5.		814		834	\$	854	
6.		815		835	\$	855	
7.		816		836	\$	856	
8.		817		837	\$	857	
9.		818		838	\$	858	
10.		819		839	\$	859	

Please indicate the subsidies, compensation or loans at reduced interest that you currently have or that you have had for the expenditures indicated in the above table, referring to the Expenditure No.

A Subsidy

Expenditure No.	Subsidy amount
A1	A2 \$
A3	A4 \$
A5	A6 \$

B Compensation paid by a third party

Expenditure No.	Compensation amount
B1	B2 \$
B3	B4 \$
B5	B6 \$

C Loan at reduced interest

Expenditure No.	Loan amount	Annual payment
C1	C7 \$	
C3	C8 \$	
C5	C9 \$	

9 New expenditures relating to the offering of a new service or the addition of an accessory or dependency

Enter the recurring expenses relating to the offering of a new service or addition of an accessory or dependency between January 1 and December 31, 2024, estimated for one full year.

Description of the expenditure (Enter one expenditure per line)	Expenditure amount		Subsidy received		Number of dwellings affected	Number of non-residential premises affected
	910	\$	930	\$		
1.	911	\$	931	\$	951	
2.	912	\$	932	\$	952	
3.	913	\$	933	\$	953	
4.						973

Variation or end of a subsidy for the offering of a new service or the addition of an accessory or dependency

Description of subsidy received	Amount paid in 2024		Amount paid in 2023		Number of dwellings affected	Number of non-residential premises affected
	920	\$	940	\$		
1.	921	\$	941	\$	961	
2.	922	\$	942	\$	962	
3.	923	\$	943	\$	963	
4.						983

10 Snow removal costs (mobile home park)

Snow removal costs

Year 2024

Year 2023

1001	\$	1002	\$
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IMPORTANT: At the hearing, you must provide, as evidence, all relevant documents, for example, municipal property and school tax bills, insurance-related invoices, snow removal costs (mobile home park) and costs related to major repairs or renovations. Pay close attention to the dates. Note that a capital expenditure will be considered only once, and the Tribunal will only take it into consideration if it is supported by the lessor. If any documents are missing, there may be additional delays in processing the application or the application may be dismissed.

Date

Signature

Rough Copy

To keep for your file

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 Information about the building concerned

Address 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 or another lodging facility where services of a personal nature provided to the lessee are provided to seniors (box to be checked off).

Income from the building

Rents from the building

Enter the total amount of rents that apply in December 2024 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	301	\$	
Vacant	303	\$	
Occupied by the lessor*	305	\$	
Total	307	\$	

4

Non-residential premises			
	Number	Monthly rents	
	401	\$	
	403	\$	
	405	\$	
	407	\$	

* 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 gross annual revenue from operating the building (other than rent) in 2024

501	\$
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Building taxes and insurance

6 Taxes

Municipal property taxes		Year 2025	Year 2024
601	\$	602	\$
		Year 2024-2025	
		Year 2023-2024	
School taxes		603	\$
		604	\$

7 Insurance

Enter the cost for liability and fire insurance.

For the policy in force on December 31, 2024		For the policy in force on December 31, 2023	
701	\$	702	\$

8 Major repairs or improvements

Enter capital expenditures pertaining to major repairs, major improvements or installation of new services which were made between January 1 and December 31, 2024.

Expenditure No.	Description of the expenditure (Enter one expenditure per line)	Work end date Year Month	Expenditure amount		Number of dwellings affected	Number of non-residential premises affected
1.		810	830	\$	850	870
2.		811	831	\$	851	871
3.		812	832	\$	852	872
4.		813	833	\$	853	873
5.		814	834	\$	854	874
6.		815	835	\$	855	875
7.		816	836	\$	856	876
8.		817	837	\$	857	877
9.		818	838	\$	858	878
10.		819	839	\$	859	879

Please indicate the subsidies, compensation or loans at reduced interest that you currently have or that you have had for the expenditures indicated in the above table, referring to the Expenditure No.

A Subsidy

Expenditure No.	Subsidy amount
A1	A2 \$
A3	A4 \$
A5	A6 \$

B Compensation paid by a third party

Expenditure No.	Compensation amount
B1	B2 \$
B3	B4 \$
B5	B6 \$

C Loan at reduced interest

Expenditure No.	Loan amount	Annual payment
C1	C2 \$	C7 \$
C3	C4 \$	C8 \$
C5	C6 \$	C9 \$

9 New expenditures relating to the offering of a new service or the addition of an accessory or dependency

Enter the recurring expenses relating to the offering of a new service or addition of an accessory or dependency between January 1 and December 31, 2024, estimated for one full year.

Description of the expenditure (Enter one expenditure per line)	Expenditure amount		Subsidy received		Number of dwellings affected	Number of non-residential premises affected
1.	910	\$	930	\$	950	970
2.	911	\$	931	\$	951	971
3.	912	\$	932	\$	952	972
4.	913	\$	933	\$	953	973

Variation or end of a subsidy for the offering of a new service or the addition of an accessory or dependency

Description of subsidy received	Amount paid in 2024		Amount paid in 2023		Number of dwellings affected	Number of non-residential premises affected
1.	920	\$	940	\$	960	980
2.	921	\$	941	\$	961	981
3.	922	\$	942	\$	962	982
4.	923	\$	943	\$	963	983

10 Snow removal costs (mobile home park)

Snow removal costs

Year 2024

Year 2023

1001	\$	1002	\$
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IMPORTANT! At the hearing, you must provide, as evidence, all relevant documents, for example, municipal property and school tax bills, insurance-related invoices, snow removal costs (mobile home park) and costs related to major repairs or renovations. Pay close attention to the dates. Note that a capital expenditure will be considered only once, and the Tribunal will only take it into consideration if it is supported by the lessor. If any documents are missing, 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,
2025 and April 1, 2026.*

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 form, 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 which 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 before the hearing. You can also choose to have your lawyer issue the subpoena.

The term "building" usually means the structure in which is located the dwelling for which 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 address, enter all the addresses.
- 3** Enter, for each category of dwelling, the total monthly rents that apply for the month of December 2024. Estimate the rents of vacant dwellings and of dwellings occupied by the lessor according to the rents normally charged for comparable leased dwellings. The rent includes any supplementary charges regularly paid for by the lessees in the building, such as parking charges.
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** **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 2024 rents and estimate a normal rent for the non-rented premises.
- 5** Enter the annual amount of **revenue other than the revenue collected** regularly from the lessees of the building; for instance, per-item services such as laundromats, or parking spaces (from people other than lessees of the building). Do not include the operating income of a business for which the rents are declared in section 4.
- 6** Enter the amount of **municipal taxes** (including service taxes) and **school taxes** payable for the building.
- 7** Enter, for a maximum period of 12 months, the amount of **fire and liability insurance** premiums payable under the policy in force as at December 31, 2024, as well as the amount of premiums that had been payable under the policy in force as at December 31, 2023.
The calculation takes into account the proportion of rent in relation to the revenue for the building.
The variation in taxes and insurance is incorporated into the consumer price index used to determine the base percentage for the rent.
Therefore, the regulation provides for an adjustment so that this variation is not applied twice.

8 **Major repairs or renovations** are considered **capital expenditures**, which are not part of the recurring expenses that you pay on a regular basis for the building. They may be expenditures for repairing or altering the major structural elements of the building (e.g., roof, piping, heating system, insulation, windows, exterior cladding, foundation, French drain, electrical panel) or for renovating (e.g., replacement of cabinets, countertops, plumbing, ceramic fixtures or floors) inside the dwellings or common areas.

If capital expenditures apply to some but not all of the dwellings, you must be able to specify, at the hearing, which dwellings are affected.

Indicate the amount of any **subsidy granted** by a department or agency of the Gouvernement du Québec or the Government of Canada, a municipality or a public utility, received or to be received, for the expenditure posted under this heading.

If any **compensation** has been paid or is payable to you by a third party (e.g., insurance company) for expenditure posted under this heading, please enter the amount.

If you have received a **loan at reduced interest** for these expenditures, you must specify its terms (loan amount and annual payments).

Please enter one expenditure per line. If need be, use the “Schedule – Necessary information regarding the fixing of rent” form available under “Forms” on the Tribunal’s website.

9 In addition to capital expenditures, you may have to pay **recurring expenses** following the offering of a new service or the addition of an accessory or dependency. This is the case, in particular, when the installation of a swimming pool or the construction of a garage generates operating expenses that you did not have before, or when you have to pay employees to provide a new service to the lessees. You must estimate the cost of these new expenses for a full year. If recurring expenses apply to some but not all of the dwellings, you must be able to specify, at the hearing, which dwellings are affected.

If a **subsidy** for expenditures relating to a new service or accessory or dependency was paid to you outside the period of 12 consecutive months preceding the reference period, please indicate the amount you were paid during the reference period and the amount you were paid during the preceding period.

Please enter one expenditure per line. If need be, use the “Schedule – Necessary information regarding the fixing of rent” form available under “Forms” on the Tribunal’s website.

10 If the rent to be fixed is for land intended for installing a mobile home, please indicate the **snow removal costs** paid for the year preceding the reference period and those payable during the current period.