

For office use only

Bureau

Année

Codes de juge administratif

1^{re} instance

001

N° de dossier - RN

Révision

002

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	\$
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Building taxes and insurance

6

Taxes

Municipal property taxes	Year 2025		Year 2025	
	601	\$	602	\$
School taxes	Year 2024-2025		Year 2023-2024	
	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		Expenditure amount		Number of dwellings affected		Number of non-residential premises affected	
		Year	Month						
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

B

Compensation paid by a third party

C

Loan at reduced interest

Expenditure No.		Subsidy amount		Expenditure No.		Compensation amount		Expenditure No.		Loan amount		Annual payment	
A1		A2	\$	B1		B2	\$	C1		C2	\$	C7	\$
A3		A4	\$	B3		B4	\$	C3		C4	\$	C8	\$
A5		A6	\$	B5		B6	\$	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

Rough Copy

To keep for your file

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

2Information about the building concerned

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6Taxes

Municipal property taxes

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School taxes

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A

Subsidy

B

Compensation paid by a third party

C

Loan at reduced interest

Expenditure No.

Subsidy amount

A1		A2	\$
A3		A4	\$
A5		A6	\$

Expenditure No.

Compensation amount

B1		B2	\$
B3		B4	\$
B5		B6	\$

Expenditure No.

Loan amount

Annual payment

C1		C2	\$	C7	\$
C3		C4	\$	C8	\$
C5		C6	\$	C9	\$

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Year 2024

Year 2023

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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 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 before the 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 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.