

RENT CALCULATION 2019-2020

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	

Municipality	Postal code
Address (No., street, apt.)	
Municipality	Postal code
	Address (No., street, apt.)

Revenue

Rents for a building

Enter the total amount of rents that apply in December 2018 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				4	
		Dwell	lings		esiden	tial premises	
	Numb	er	Monthly rents		Number	_	Monthly rents
Rented	106	906	\$.		500	510	\$.
Vacant	107	907	\$.		501	511	\$.
Occupied by the lessor*	108	908	\$.	į	502	512	\$.
						-	
Total	130	131	\$.		503	513	\$.
* Including a unit occupied by the	e lessor's family an e	mnlovee (or used for the operat	ion of the building			

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

Enter the total 2018 gross revenue provided by the operation of the building other than rent.

Other revenue from the operation of the building

150 \$

Lessor's expenditures

6 Taxes

		Year 2019	Year 2018	
Municipal property taxes	180	\$.	185	\$.
		Year 2018-2019		Year 2017-2018
School taxes	181	\$.	186	\$.

7 Insurance
Enter the cost for lia

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

Amount of bill pertaining to insurance policy in force on December 31, 2018

Amount of bill pertaining to insurance policy in force on December 31, 2017

190 \$. 195 \$

Lessor's expenditures (continuation)

Date

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In the case of mobile home costs ce costs ce costs for the year 2018. ement costs cent costs (refer to the Guide) are the annual revenue of the building	higher					other sour	ce :	311	\$. Year 2018 \$. Year 2018	301	1	Year 2017	
In the case of mobile home costs ce costs ce costs for the year 2018. ement costs cent costs (refer to the Guide) are the annual revenue of the building	higher						[;	311	Year 2018 \$.	301		Year 2017	
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In the case of mobile home c costs ce costs for the year 2018. ement costs nent costs (refer to the Guide) are the annual revenue of the building	higher	enter	r sr	now	remov	al costs.			Year 2018	301		Year 2017	
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e costs se costs for the year 2018. ement costs nent costs (refer to the Guide) are the annual revenue of the building	higher	enter	r sr	iow i	remov	al costs.	;	300	Φ.	301			-1
ement costs nent costs (refer to the Guide) are the annual revenue of the building									\$.		\$		
ement costs nent costs (refer to the Guide) are the annual revenue of the building									Year 2018				
nent costs (refer to the Guide) are the annual revenue of the building													
	, enter						;	313	Year 2018				
ure	е	Date	of Ition		Nu	mber of	nstall				Oper	rating expenses re	sulting
per line)	ori			nstallation dwellings affected Year Month			Capitals experioritures			new service			
	450	ш		1	460		470	\$			480	\$.	
	451				461		471	\$			481	\$.	
		ш						\$				\$.	
								Ė				\$.	
	436				400		470				400		
									•				
								Φ				Φ .	
e Guide) subsidy 491 \$ In that been paid or is owing to yo an expense entered in 12, ANT! You must submit at the less, the invoices concerning the insu	you by a enter the hearing a urances,	thine a	rd ame	party ount invo oices	494 ices w	\$ which made	e it p	oossi	ble to fill this f	orm, tha			hon
	expenditures pertaining to major ind December 31, 2018. Enter also are per line) y or indemnity pertained as a graph of the pertained as a gr	expenditures pertaining to major repairs, mind December 31, 2018. Enter also operating the per line) 450 451 452 453 454 455 456 457 458 Or indemnity pertaining to 458 Guide) subsidy 491 \$ ANT! You must submit at the hearing is, the invoices concerning the insurances, is the invoices concerning the insurances, is the invoices concerning the insurances, in the insurances, is the invoices concerning the insurances, in the invoices concerning the invoices concerning the insurances, in the invoices concerning the invoices concerning the insurances.	expenditures pertaining to major repairs, major and December 31, 2018. Enter also operating executor instance. Date executor instance. 450 451 452 453 454 455 456 456 457 458	Date of execution or installatic year Major in the per line) Or indemnity pertaining to major repairs, major in the pertaining to pertain the pertaining to pertain the pertaining to major repairs, major in the pertaining to pertain the pertaining to major repairs, major in the pertaining to major repairs, major in the pertaining to major repairs, major in the pertaining to pertain the pertaining to major repairs, major in the pertaining to pertain the pertaining to major repairs, major in the pertaining to pertain the pertaining to major repairs, major in the pertaining to pertain the pertaining to pertain the pertaining to major repairs, major in the pertaining to pertain the pertaining the pertaini	Date of execution or installation Year Month 450 451 452 453 454 455 456 457 458 458 458 458 459 459 450 450 450 450 450 450	Date of execution or installation year Month Part Par	expenditures pertaining to major repairs, major improvements or instal nd December 31, 2018. Enter also operating expenses related to the interper line) Date of execution or installation Year Month 450 1	expenditures pertaining to major repairs, major improvements or installation and December 31, 2018. Enter also operating expenses related to the install the install operation or installation year Month Date of execution or installation year Month	expenditures pertaining to major repairs, major improvements or installation of and December 31, 2018. Enter also operating expenses related to the installation of and December 31, 2018. Enter also operating expenses related to the installation of and December 31, 2018. Enter also operating expenses related to the installation of and December 31, 2018. Enter also operating expenses related to the installation of and December 31, 2018. Enter also operating expenses related to the installation of and December 31, 2018. Enter also operating expenses related to the installation of and December 31, 2018. Enter also operating expenses related to the installation of and December 31, 2018. Enter also operating expenses related to the installation of a december 31, 2018. In the second of a	Date of execution or installation of a new service reper line) Date of execution or installation or installation of a new service reper line) Date of execution or installation repeated to the installation of a new service reper line) Date of execution or installation affected 450 460 470 \$ 461 471 \$ 451 462 472 \$ 463 473 \$ 463 473 \$ 454 465 475 \$ 465 475 \$ 466 476 \$ 466 476 \$ 466 476 \$ 467 477 \$ 458 468 478 \$ 468 478 \$	expenditures pertaining to major repairs, major improvements or installation of new services which we not December 31, 2018. Enter also operating expenses related to the installation of a new service, esting the per line) Date of	expenditures pertaining to major repairs, major improvements or installation of new services which were maind December 31, 2018. Enter also operating expenses related to the installation of a new service, estimated became at the installation of a new service, estimated became at the installation of a new service, estimated became at the installation of a new service, estimated became at the installation of a new service, estimated became at the installation of a new service, estimated by the installation of a new service of the installation of a ne	expenditures pertaining to major repairs, major improvements or installation of new services which were made between and December 31, 2018. Enter also operating expenses related to the installation of a new service, estimated for a full year. Date of execution or installation Number of dwellings affected Capitals expenditures Operating expenses refrom the installation or new service

Signature

Régie du logement

RENT CALCULATION 2019-2020

Necessary information regarding the fixing of rent

Rough Copy

RDL-004A-E RN (18-11)

To keep for your file

Ido	ntification												
	Name of lessor												
1													
	Address (No., street, apt.)		N	1unic	ipality								Postal code
													<u> </u>
2	Address of the building for which rent calculation is requested.	Addre	ess (No., stree	t, ap	t.)								
		—— Munic	 cipality										Postal code
		$\overline{}$											
Rev	venue												
	Rents for a building												
	Enter the total amount of rents that units occupied by the lessor according							ne rent	s of vac	cant units	or of	:	
				3	3						4	ļ	
			I	Dwe	llings					Non-re	esiden	ntial	premises
			Number		Mon	thly rents	_			Number	_		Monthly rents
	Rented	106		906	\$				500		510	\$	
	Vacant	107		907	\$				501		511	\$	
	Occupied by the lessor*	108		908	\$				502		512	\$	·
	Total	130		131	Φ.				503		513	\$	
					\$	•			000] 010	Ф	•
	* Including a unit occupied by the lesso	r's fam	ily, an emplo	oyee	or used f	or the opera	ation of the buildin	g.					
5	Other revenue from t	he c	perati	on	of th	e build	ding						
o	Enter the total 2018 gross revenu	ie pro	vided by t	he c	peration	n of the bu	uilding other tha	an rent	t .				
							_				150	\$	
Les	ssor's expenditures												
6	Taxes								Year	2019			Year 2018
U						Municipal	property taxes	180			185	\$	
									Year 20	018-2019			Year 2017-2018
							School taxes	181	\$		186	\$	
7	Insurance Enter the cost for liability and fire	insura	ance.					pertain poli	mount of ning to ins cy in force mber 31,	surance e on		perta p	Amount of bill aining to insurance policy in force on ecember 31, 2017

Lessor's expenditures (continuation)

Date

8	Energy								Year 2018				
	Enter fuel and electricity costs for the year 2018	3.				Electric	itv	234	\$.				
		´ -	232	\$.									
		-	230										
			Пеа	ung	on and	other sour	CE	200	\$.				
9	Maintenance costs								Year 2018				
9	Enter maintenance costs for the year 2018.							311	\$.				
									Year 2018			Year 2017	_
	In the case of mobile home p	ark, e	enter	snov	/ remo	val costs.		300	\$.	301	\$		
10	Service costs												
10	Enter service costs for the year 2018.						Г		Year 2018				
			312	\$.									
11	Management costs												
	If management costs (refer to the Guide) are hig than 5% of the annual revenue of the building, er		ne						Year 2018				
	total of these costs for the year 2018.							313	\$.				
12	Major repairs or improvement												
	Enter capital expenditures pertaining to major reparation of January 1 and December 31, 2018. Enter also of												r.
			5									, ,	
			D-4-	- f									
	e of the expenditure	Date of execution Or installation Number of dwellings						C	apitals expenditures			ating expenses r	_
(Enter	one expenditure per line)	or installation dwellings affected Year Month					O	apitais experioritares		new service			
1.		450		1	460		470	\$			480	.	
2.		451		1	461		471	\$	•		481	\$	•
3.		452			462		472	\$	•		482	\$	-
4.		453		<u> </u>	463		473	\$	•		483	\$	•
5.		454		1 .	464		474	\$			484	\$	•
6.		455		<u> </u>	465		475	\$	· .		485	\$	•
7.		456		1 .	466		476	\$	·		486	\$	•
8.		457		1 .	467		477	\$			487	\$	•
9.		458		1 .	468		478	\$	· .		488	\$	•
10.				1 .				\$	·			\$	<u> </u>
11.								\$				\$	
12.								\$				\$	
								1 +				<u> </u>	
	_												
13	Subsidy or indemnity pertaining	ng t	to r	maj	or r	epairs	or	im	provements	S			
	(refer to the Guide)												
	Amount of subsidy 491 \$.												
	, π. το σ.												
	If an amount has been paid or is owing to you					4 .]				
	pertaining to an expense entered in 12, er	iter th	he a	mour	nt. 49	4 \$							
	IMPORTANTI		p						11 1 200 11 2				
	IMPORTANT! You must submit at the hea school taxes, the invoices concerning the insurar	ring a	all th the ir	e inv ivoic	oices of	which made energy cost	e it p ts, m	oss aint	ible to fill this forn enance costs, sno	n, that w rem	ıs to oval	o say munici costs (mobil	pal and e home
	park), for service costs, management costs (if ne	eded)) and	thos	e relat	ed to major	r rep	airs	or improvements.	Pay a	deta	ailed attentio	n at the
	dates indicated on this form. The produced invoic delay in the handling of the case or even caus					o mese date	55. I	ne a	ibselice of docum	ients (uan (cause an add	uiuona

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, 2019 and April 1, 2020.

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 *subpœna* calling upon the former owner to assist at the hearing with the documentation necessary for your proof. That *subpœna* 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.

- The **lessor** is the person who rents the dwelling to the lessee and whose name generally appears on the lease in that capacity.
- Enter the **address of the building**. If the building has more than one street address, enter all the addresses.
- Enter, for each category of dwelling, the total monthly rents that apply for the month of December 2018. 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**.

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 2018 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.

- 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.
- Enter the amount of all **municipal taxes** (including service taxes) and **school taxes** billed for the building.
- Enter the cost, for a maximum period of 12 months, of the policy for **fire and liability insurance** in force on December 31, 2018 and the cost for the policy in force on December 31, 2017.
- 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.

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.

The **service costs** are those that are paid by you, and provide the lessees 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.

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.

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.

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.