

FORM DIRECTIONS: If you are accessing this agreement from the B.C. Government Web site, it can be filled out at the computer workstation. It can also be printed and completed by hand. If completing sections by hand, please *print clearly, using dark ink*. If you are completing this form at a computer, simply type in your response in the boxes. If you cannot complete all the sections at the computer right away, you can print off what you have completed, and fill in the remaining fields by hand. It's important to note that you **cannot save** the completed form to your computer, therefore, after you complete the form, make sure you review the form for accuracy and print the number of copies you require **before** you leave the document or shut down the program/computer.

This form is used by the landlord to notify a tenant of a site rent increase. The landlord must give the tenant at least three months notice. This notice is *not* used where a tenant rents a manufactured home and the site under a single tenancy agreement. See page 2 for further information.

PARK NAME:

A. TO THE TENANT(S): (manufactured home owner[s])

Full Name(s):

<input type="text"/>	<input type="text"/>	<input type="text"/>
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last name

first name

middle name(s)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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last name

first name

middle name(s)

Mailing Address and Phone:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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site number

box number

street number

street name

city

<input type="text"/>	<input type="text"/>	(<input type="text"/>) <input type="text"/>	(<input type="text"/>) <input type="text"/>
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province

postal code

home phone

business phone

Rental Address: (if different from above)

B. FROM THE LANDLORD: (legal name and address of Park Owner or representative of landlord)

Full Name:
(if entry for landlord is a business name, use the 'last name' field box to enter the full legal business name)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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last name

first name

middle name(s)

Mailing Address and Phone:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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site number

box number

street number

street name

city

<input type="text"/>	<input type="text"/>	(<input type="text"/>) <input type="text"/>	(<input type="text"/>) <input type="text"/>
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province

postal code

home phone

business phone

FOR MORE INFORMATION . . . visit our Web site: www.rto.gov.bc.ca
OR call the Residential Tenancy Office at:
• In the Lower Mainland 604 660-1020 • elsewhere in B.C. call toll free: 1 800 665-8779

C. NOTICE OF RENT INCREASE: (check appropriate boxes and fill in the information in the spaces provided)

1) **Items Covered by the Tenancy Agreement:**

- | | | | |
|--------------------------------------|---|--|--|
| <input type="checkbox"/> Water | <input type="checkbox"/> Garbage Collection | <input type="checkbox"/> Sewage Disposal | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Cablevision | <input type="checkbox"/> Laundry (coin-op) | <input type="checkbox"/> Recreation Facilities | <input type="checkbox"/> Snow Removal |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Free Laundry | <input type="checkbox"/> Parking | <input type="checkbox"/> Other: <input type="text"/> |

2) **Date of Last Rent Increase:** (landlord to complete either option a or b)

- a) the date your last rent increase came into effect was:
day month year
- or
- b) As this is your first rent increase, the date your rent was established:
day month year

3) **Amount of Rent Increase:**

- The current rent is: \$ weekly monthly other:
- The rent increase is \$ weekly monthly other:
- **Your new rent will be:** \$ weekly monthly other:
- **Your new rent is payable starting on:**
day month year

D. LANDLORD'S SIGNATURE: The information provided on this form is true and correct.

Landlord's Name: (if entry for landlord is a business name, use the 'last name' field box to enter the full legal business name)

<input type="text"/>	<input type="text"/>	<input type="text"/>
last name	first name	middle name(s)

Landlord's Signature: _____

Date: _____

INFORMATION FOR LANDLORDS and TENANTS of MANUFACTURED HOME SITES

GIVING A NOTICE OF RENT INCREASE under the Manufactured Home Park Tenancy Act (MHPTA)

- Once a year, a landlord may increase the rent for the existing tenant. The landlord may only increase the rent 12 months after the date that the existing rent increase was established with the tenant(s) or 12 months after the date of the last legal rent increase for the tenant(s), even if there is a new landlord or a new tenant, by way of an assignment.
- A landlord must give a tenant 3 whole months' notice, in writing, of a rent increase. *For example, if the rent is due on the first day of the month and the tenant is given notice any time in January, even January 1st, there must be 3 whole months before the rent increase begins. In this example, the months are February, March and April, so the rent increase would begin May 1st. The landlord must use this form, Notice of Rent Increase for a Manufactured Home Site (RTO-11) and must serve according to the MHPTA.*
- It is an offence for a landlord or a landlord's agent to collect a rent increase in any other way than in accordance with Part 4 of the MHPTA.
- A notice sent by mail (which is one method of service) is deemed to be received on the 5th day after it was mailed. *For example: a rent increase given personally to a tenant on or before January 31st could come into effect May 1st. A rent increase given by registered mail should be mailed on or before January 26th for the increase to come into effect on May 1st.*
- A tenant may not apply for arbitration to dispute a rent increase that complies with Part 4 of the MHPTA.
- A landlord may only impose a rent increase up to the amount calculated in accordance with the regulations, or as ordered by an arbitrator.
- If the tenant believes that the rent increase is more than allowed by the regulations, the tenant may contact a Residential Tenancy Office for assistance.
- For further information on rent increases, see Part 4 of the MHPTA or Part 5 of the Manufactured Home Park Tenancy Regulation. You may also call the recorded 24-hour information line or visit the B.C. Government Web site to find out how to contact a Residential Tenancy Office or to get more information (this information is at the bottom of page 1).