

**FORM DIRECTIONS:** If you are accessing this form from the B.C. Government website, 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 for the standard allowable rent increase only. Landlords wishing to increase rent by the proportional amount should use form RTB-11. This form is *not* used where a tenant rents a manufactured home and site under a single tenancy agreement. The landlord must give the tenant at least three month's notice. See page 2 for further information.

## A. TO THE TENANT(S) [Manufactured Home Owner(s)]:

### Full Name(s):

|  |  |
|--|--|
|  |  |
|--|--|

last name

first and middle name(s)

|  |  |
|--|--|
|  |  |
|--|--|

last name

first and middle name(s)

### Mailing Address and Phone:

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

site number

box number

street number

street name

|  |      |  |  |  |  |  |  |
|--|------|--|--|--|--|--|--|
|  | B.C. |  |  |  |  |  |  |
|--|------|--|--|--|--|--|--|

city

province

postal code

home phone

business phone

### Park Name:

|  |
|--|
|  |
|--|

### Rental Address: (if different from above)

|  |
|--|
|  |
|--|

## B. FROM THE LANDLORD(S): (Legal name and address of Park owner or representative of landlord)

### Full Name:

|  |  |
|--|--|
|  |  |
|--|--|

last name or full legal business name

first and middle name(s)

### Mailing Address and Phone:

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

site number

box number

street number

street name

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

city

province

postal code

home phone

business phone

## FOR MORE INFORMATION

RTB website: [www.gov.bc.ca/landlordtenant](http://www.gov.bc.ca/landlordtenant)

Public Information Lines 1-800-665-8779 (toll-free) Greater Vancouver 604-660-1020

Victoria 250-387-1602

### C. NOTICE OF RENT INCREASE

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

a) The date your last increase came into effect was:     
day month year

b) As this is your first rent increase, the date your rent was established:     
day month year

2) **Amount of Rent Increase:**

• The current rent is: \$   weekly or  monthly or  other

• The rent increase is: \$   weekly or  monthly or  other

• The new rent will be: \$   weekly or  monthly or  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"/> |
|----------------------|----------------------|

last name or full legal business name

first and middle name(s)

**Landlord's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### INFORMATION FOR LANDLORDS and TENANTS

#### GIVING A NOTICE OF RENT INCREASE UNDER THE MANUFACTURED HOME PARK TENANCY ACT (MHPTA)

- Once a year, the landlord may increase the rent for the existing tenant(s). The landlord may only increase the rent 12 months after the date that the existing rent 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 at least 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 on May 1st.*
- The Manufactured Home Park Tenancy Regulation allows a maximum rent increase according to the formula:  
Existing rent + inflation + increase in local government levies and public utility fees\*  
\*Landlords wishing to increase rent and include proportional increases in local government levies and public utility fees must use form RTB-11. Landlords wishing to increase rent by inflation *only* should use this form, **Notice of Standard Rent Increase Manufactured Home Site** (form RTB-45) and must serve it according to 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. Rent may be rounded down, not up. For example, rather than setting rent at \$496.73 per month, the landlord may choose to establish the rent at \$496.00 per month but it may not be established at \$497.00. If a tenant believes that the rent increase is more than allowed by the regulation, the tenant may contact the Residential Tenancy Branch for assistance.
- It is an offence for a landlord or a landlord's agent to collect a rent increase in any other way other 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 by registered mail should be mailed on or before January 26th for the increase to be effective on May 1st; however, a rent increase given **personally** to a tenant on or before January 31st could be effective May 1st.*
- A tenant may not apply for dispute resolution to dispute a rent increase that complies with Part 4 of the MHPTA.
- If an address is a Rural Route, include this information in the 'street name' box.
- For further information on rent increases, see Part 4 of the MHPTA and Part 5 of the Manufactured Home Park Tenancy Regulation. You may also visit the Residential Tenancy Branch website at [www.gov.bc.ca/landlordtenant](http://www.gov.bc.ca/landlordtenant) or call the recorded 24-hour information line at **1-800-665-8779** (toll-free), **604-660-1020** in Greater Vancouver or **250-387-1602** in Victoria..