

Information from your Landlord about Utility Costs
[One or More Utilities are no longer Provided in the Residential Complex]

Read the instructions carefully before completing this form.

To: (Tenant's name)	From: (Landlord's name)
Address of the Rental Unit:	

Landlords must give this form to a tenant if:

- The Landlord and Tenant Board issued an order under subsection 126(10) of the *Residential Tenancies Act, 2006* (the Act) increasing the rent above the guideline (AGI order); and
- The increase was in whole or in part due to an extraordinary increase in the cost of utilities; and
- The landlord increased the tenant's rent pursuant to the order; and
- The landlord has ceased to provide one or more utilities to one or more rental units in the residential complex that was provided at the time of the AGI order.

Important: Landlords, do not use this form if you provide the same utilities to all of the rental units in the residential complex as were provided at the time of the AGI order. Instead, use the form *Information from your Landlord about Utility Costs*.

Information about your Rent

The following information is from your landlord:

Tenant:

Your rent shall be reduced by \$ _____ per _____
(month, week, etc.)

This rent reduction will begin as of _____, which is one year after the date your rent was last increased.

OR

No rent reduction is required.

Note: See the calculations on the following pages for the details about how I determined whether or not a rent reduction was required.

**Calculations
To Determine whether a Rent Reduction is Required**

These calculations are completed by the landlord to show how they determined the information on page 1.

Landlord: Read the Instructions carefully before completing the calculations.

You must complete Part 1, Part 2 and Part 6 of the calculation form, and either Part 3 or Part 4. (Refer to Part 1 of the form to determine whether Part 3 or Part 4 applies.)

If a rent reduction is required, then also complete Part 5.

Part 1 - Has there been a change in the utilities provided by the landlord to the tenant?

Indicate whether or not the utilities provided to the tenant are the same or different than the utilities provided at the time of the AGI order.

- The landlord provides the same utilities to the rental unit now as were provided at the time of the AGI order. [Part 3 of the form must be completed; do not complete Part 4.]
- The landlord no longer provides one or more utilities to the rental unit that were provided at the time of the AGI order. [Part 4 of the form must be completed; do not complete Part 3.]

Part 2 – Adjusting the Base Year Utility Costs and Allowances:

(a) Total Adjusted Base Year Utility Cost* \$.
(*Refer to AGI order for this amount.)

(b) Allowances for Utilities* \$.
(*Refer to AGI order for this amount.)

(c) Percentage of Utility Costs Attributable to each Utility:*
(*Refer to AGI order for this amount.)

Heat _____ %

Electricity _____ %

Water _____ %

(d) Base Year Utility Costs Attributable to Each Utility [row (a) x row (c)]

(i) Utility	(ii) Amount from row (a)	(iii) Percentage Amounts from row (c)	(iv) Costs Attributable to Each Utility [(ii) x (iii)]
Heat			
Electricity			
Water			

(e) For each utility you must adjust the amount determined in Part 2(d), column (iv) as follows:

(i) Utility	(ii) Costs Attributable to Each Utility (Part 2(d), column (iv) above)	(iii) # of Units in Complex for which Landlord still provides utility	(iv) # of Units in Complex for which Landlord provided utility at time of AGI order	(v) Adjusted Utility Costs [(ii) x (iii) ÷ (iv)]
Heat				
Electricity				
Water				

(f) Total Adjusted Base Year Utility Costs in Part 2(e), Column (v)

\$.

(g) Allowances for Utilities Attributable to Each Utility [row (b) x row (c)]

(i) Utility	(ii) Amount from row (b)	(iii) Percentage Amounts from row (c)	(iv) Allowance Attributable to Each Utility [(ii) x (iii)]
Heat			
Electricity			
Water			

(h) For each utility, adjust the allowance amount determined in Part 2(g), column (iv) as follows:

(i) Utility	(ii) Allowance Attributable to Each Utility (Part 2(g), column (iv) above)	(iii) # of Units in Complex for which Landlord still provides utility	(iv) # of Units in Complex for which Landlord provided utility at time of AGI order	(v) Adjusted Utility Allowance [(ii) x (iii) ÷ (iv)]
Heat				
Electricity				
Water				

(i) Total Adjusted Allowance Amounts in Part 2(h), Column (v)

\$.

Part 3 – Determining the Rent Reduction where the same utilities are provided to the tenant of the rental unit:

(a) Total Adjusted Utility Costs [Amount in Part 2, row (f)]	\$.	
(b) If previous rent reductions due to utilities were determined, set out previous amounts * (*Refer to Instructions to determine this amount.)	\$.	
(c) Net Adjusted Base Year Utility Costs for utilities still provided to the rental unit by the Landlord [row (a) – row (b)]	\$.	
(d) Current Utility Costs* (*Refer to Instructions to determine this amount.)	\$.	
(e) Change in Utility Costs [row (c) – row (d)]	\$.	**

**** If this amount is zero or less, no rent reduction is required. Complete the "Information about your Rent" box on page 1. Then go to Part 6 of the form.**

**** If this amount is greater than zero, continue with this part of the form.**

(f) Adjusted Allowance for Utilities [Amount in Part 2, row (i)]	\$.	
(g) Percentage Increase for Utilities* (*Refer to AGI order for this amount.)	\$.	
(h) Percentage Amount of Rent Reduction [row (e) ÷ row (f) x row (g)]	\$.	

Go to Part 5 of the form to explain the rent reduction.

Part 4 – Determining the Rent Reduction where the Landlord has stopped providing one or more utilities to the tenant of the rental unit:

- (a) Total Adjusted Base Year Utility Costs for Utilities **still provided** to the rental unit by the Landlord (*Refer to Instructions to determine this amount.) \$.
- (b) If previous rent reductions due to utilities were determined, set out previous amounts * (*Refer to Instructions to determine this amount.) \$.
- (c) Net Adjusted Base Year Utility Costs for utilities **still provided** to the rental unit by the Landlord [row (a) – row (b)] \$.
- (d) (i) Current Utility Costs* (*Refer to Instructions.) \$.
- (ii) Costs of Utilities no longer provided to rental unit by Landlord \$.
- (e) Current Utility Costs for Utilities **still provided** by Landlord [row (d)(i) – row (d)(ii)] \$.
- (f) Change in Utility Costs for Utilities **still provided** by Landlord [row (c) – row (e)] \$. **

**** If this amount is zero or less, no rent reduction is required. Complete the "Information about your Rent" box on page 1. Then go to Part 6 of the form.**

**** If this amount is greater than zero, continue with this part of the form.**

- (g) Sum of Allowances for Utilities **still provided** to the rental unit by the Landlord [from Part 2(g), column (iv)] \$.
- (h) Percentage Increase for Utilities* (*Refer to AGI order for this amount.) _____

(i) Percentage Increase for Utilities Attributable to Each Utility [row (h) multiplied by percentage in Part 2(c)]

(i) Utility	(ii) Amount from row (h)	(iii) Percentage Amounts from Part 2(c)	(iv) Increase Attributable to Each Utility [(ii) x (iii)]
Heat			
Electricity			
Water			

- (j) Total Percentage Increase Attributable to Utilities **still provided** to rental unit by Landlord. _____
- (k) Percentage Amount of Rent Reduction. [row (f) ÷ row (g) x row (j)] _____

Go to Part 5 of the form to explain the rent reduction.

Part 5 – Explanation of the Rent Reduction

[Check the box that applies.]

1. The amount of the rent reduction in Part 3, row (h) or Part 4, row (k) is less than 0.50%. Therefore, no rent reduction is required.
2. The amount of the rent reduction in Part 3, row (h) or Part 4, row (k) is 0.50% or more; the tenant's rent will be reduced by this percentage amount.
3. The amount of rent reduction in Part 3, row (h) or Part 4, row (k) is 0.50% or more, but there has been a previous rent reduction based on a utility decrease since the AGI order was issued. Therefore, the tenant's rent will only be reduced up to an amount that does not exceed the actual increase taken for utilities pursuant to the AGI order.

Important: Complete the information in the box at the bottom of page 1 of this form. Also make sure you sign and date the form in Part 6.

Part 6 – Signature

Landlord

Representative

Name of Person Signing	Phone Number
Signature	Date

Representative Information (if applicable)

Name	LSUC #	Company Name (if applicable)	
Mailing Address			Phone Number
Municipality (City, Town, etc.)	Province	Postal Code	Fax Number

Important Information

The following information is provided by the Landlord and Tenant Board

1. The landlord must give this form to any tenant whose rent was increased pursuant to an AGI order (and all or part of the increase was attributable to utilities) and the tenant continues to reside in the same rental unit.
2. A tenant who receives this form can request that the landlord provide them with a compact disc containing all utility bills used to justify the current utility costs in portable document format (PDF).
3. The landlord must comply with a request for the utility bill information if it is made within 2 years from the date this notice was given to the tenant. The landlord cannot charge more than five dollars for providing a copy of the compact disc.

Exception: The landlord does not have to provide the compact disc if the residential complex has six or fewer units, and is located in a rural or remote area, and the landlord cannot reasonably provide the compact disc. In this case, the landlord must provide a photocopy of the utility bills for a charge of not more than five dollars.

4. Instead of providing the compact disc, the landlord and the tenant can agree that the landlord will provide either of the following:
 - a photocopy of the utility bills used to justify the current utility costs at a reasonable charge based on the landlord's out-of-pocket costs for making the copies, or
 - a copy of the utility bills in PDF format, by e-mail, at no charge.