

Read the instructions carefully before completing this form.

|                                    |                                |
|------------------------------------|--------------------------------|
| <b>To:</b> (Tenant's name)         | <b>From:</b> (Landlord's name) |
| <b>Address of the Rental Unit:</b> |                                |

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.

**Important:** Landlords, do not use this form if you have ceased to provide one or more of the utilities to a rental unit in the residential complex since the AGI order was issued. Instead, use the form *Information from your Landlord about Utility Costs [One or More Utilities are no longer Provided in the Residential Complex]*.

**Utility Costs:**

**a) Total Adjusted Base Year Utility Costs** \$ .

**Base Year Period for Utilities** \_\_\_\_\_

**b) Current Utility Costs** \$ .

**12-Month Period for Current Utility Costs** \_\_\_\_\_

**Check one of the following boxes:**

- The amount in row a) is **the same as or less** than the amount in row b). Therefore no rent reduction is required.
- The amount in row a) is **greater** than the amount in row b). A rent reduction may be required. The landlord must complete Schedule A and attach it to this form to determine if the tenant's rent must be reduced.

**Important Information:**

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.

**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   |

## Schedule A – Determining whether a Rent Reduction is Required

a) Total Adjusted Base Year Utility Costs \_\_\_\_\_

b) Less: Current Utility Costs \_\_\_\_\_

c) Amount of Decrease in Utility Costs \_\_\_\_\_

[Row a) - row b)]

d) Allowance for Utilities (from AGI order) \_\_\_\_\_

e) Percentage Increase for Utilities (from AGI order) \_\_\_\_\_

f) Percentage Amount of Rent Reduction \_\_\_\_\_

[Row c) ÷ row d) x row e)]

### Explanation of the Rent Reduction

**[Check the box that applies.]**

1. The amount of the rent reduction in row f) is less than 0.50%. Therefore, no rent reduction is required.
2. The amount of the rent reduction in row f) is 0.50% or more; the tenant's rent will be reduced by the percentage set out in row f).
3. The amount of the rent reduction in row f) is 0.50% or more. However, the amount of the actual rent increase taken for utilities, pursuant to the AGI order, was less than the amount set out in row f). Therefore, the rent reduction will be limited to the actual rent increase that was taken for utilities.
4. The amount of rent reduction in row f) 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.

### Tenant's Rent Reduction

**As a result of the calculations set out above, 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.**