

**Tenant Agreement to Pay Directly for Electricity Costs**  
(Disponible en français)

**To:** (Tenant's name)

**From:** (Landlord's name)

**Address of the Rental Unit:**

This information is from your Landlord:

I am asking you to pay directly for the electricity costs for your rental unit. If you agree, you will receive bills directly from \_\_\_\_\_ [Name of Suite Meter Provider] and you will be responsible for paying those bills. If you agree, please sign the agreement on the next page.

**You do not have to agree with this request.**

**If you agree** with this request:

1. Your rent will be reduced by \$ \_\_\_\_\_ . \_\_\_\_\_ per  
 month  week  other (specify) \_\_\_\_\_ because I will stop paying for the electricity

that is supplied to your rental unit. This rent reduction is my estimate of the amount that you will have to pay to the suite meter provider once you start paying your own electricity costs. These calculations are shown in the attached Schedule.

2. I will give you at least 30 days notice before this change takes place so that you will know the date that you will start to pay for your own electricity costs and the date you will start paying a reduced rent.
3. The suite meter provider may shut off the electricity supply to your rental unit if any amount payable to them becomes overdue.

**If you do not agree** with this request:

1. The electricity costs for your rental unit will continue to be included in your rent.
2. I will continue to be responsible for providing your rental unit with electricity.
3. Your rent will not be reduced.

### WHAT YOU NEED TO KNOW

The following information is provided by the Landlord and Tenant Board

1. Before obtaining the tenant's consent, the landlord must give the tenant the following information:
- contact information for the suite meter provider and for the Ontario Energy Board,
  - a statement that the suite meter provider may require a security deposit and information about the security deposit policy,
  - a description of fees charged by the suite meter provider, including:
    - type and amount of fees
    - how the fees are calculated
    - circumstances where the fees may increase
    - the amount of any planned fee increases

2. If the landlord provides a refrigerator for the rental unit, the tenant must be given the best information that is available to the landlord about its date of manufacture and about its energy efficiency.
3. If electricity is the primary source of power to heat a rental unit, a landlord **cannot** terminate their obligation to supply electric heat. However, if there is a separate meter to measure the electricity for other uses in the rental unit, the landlord and tenant can agree to transfer the responsibility for paying the electricity costs for these other uses.

If you do not agree with this request, do not sign the agreement below.

If you agree with this request, sign and date the agreement below and return this form to your landlord. You may wish to make a copy of the signed agreement for yourself.

**I agree that I will pay the electricity costs for my rental unit directly to the suite meter provider.**

Tenant's Name	
Tenant's Signature	Date

Tenant's Name	
Tenant's Signature	Date

If there is more than one tenant under the tenancy agreement, each tenant must sign the agreement. If there are more than two tenants under the tenancy agreement, they may add their name, signature and the date in the space below.

## Schedule A – Rent reduction based on past actual electricity use for the rental unit

Read the Instructions carefully before completing this form.

Amount of rent reduction \$ \_\_\_\_\_ . \_\_\_\_\_ per

month  week  other (specify) \_\_\_\_\_

**Most recent 12 month billing Period**

From:  dd/mm/yyyy

To:  dd/mm/yyyy

Note: The amount of the rent reduction is based on the electricity used during this 12 month period.

The amounts below do **not** include costs for deposits, one-time set up fees and any penalties or charges related to late payment.

**Option 1** – The rental unit was rented for the entire 12 month period noted above.

A	Total costs of electricity use for the rental unit for the 12 month period described above	\$	_____ . _____
		+	
B	Total estimated additional charges and taxes <b>(See Instructions for an explanation of how to calculate this amount.)</b>	\$	_____ . _____
		÷	
C	Total number of rental periods in the 12 month period		_____
		=	
D	Amount of rent reduction per rental period (A + B) ÷ C	\$	_____ . _____

**Option 2** – The rental unit was vacant for one or more months during the 12 month period noted above.

A	Total adjusted cost of electricity use (calculation on next page)	\$	_____ . _____
		+	
B	Total estimated additional charges and taxes (calculation on next page)	\$	_____ . _____
		÷	
C	Total number of rental periods in the 12 month period		_____
		=	
D	Amount of rent reduction per rental period (A + B) ÷ C	\$	_____ . _____

**Schedule A – Rent reduction based on past actual electricity use for the rental unit**

**Read the Instructions carefully before completing this form.**

The calculations below only apply where the rental unit was vacant for one or more months during the most recent 12 month period (Option 2 on previous page).

**Row A – Cost calculation for adjusted electricity use**

A	Cost of electricity use for the rental unit for the portion of the 12 month period during which the unit was occupied	\$	.
		÷	
B	Number of full months unit was occupied during the 12 month period	_____	
		X 12	
C	Total adjusted cost of electricity use (A ÷ B x 12)	\$	.
(Enter this amount in Option 2, Row A)			

**Row B – Calculation for estimated additional taxes and charges**

A	Kilowatt hours of electricity used by the rental unit for the portion of the 12 month period during which the unit was occupied	_____	
		(kWh)	
		÷	
B	Number of full months unit was occupied during the 12 month period	_____	
		X 12	
C	Total estimated kilowatt hours of electricity used	_____	
		(kWh)	
D	Total estimated additional charges and taxes <b>(See Instructions for an explanation of how to calculate this amount.)</b>	\$	.
(Enter this amount in Option 2, Row B)			

## Schedule B – Rent reduction based upon estimated past electricity use for the rental unit

Read the Instructions carefully before completing this form.

<b>Amount of rent reduction</b>	\$	_____ . _____	<b>per</b>	
<input type="radio"/> month <input type="radio"/> week <input type="radio"/> other (specify) _____				
<b>Most recent 12 month billing Period</b>	From:	/   / dd/mm/yyyy	To:	/   / dd/mm/yyyy
Note: The amount of the rent reduction is based on the electricity used during this 12 month period.				

The amounts below do **not** include costs for deposits, one-time set up fees and any penalties or charges related to late payment.

**Step 1** – Calculate the cost of the annual electricity use for all rental units in the residential complex

A Cost of electricity use for the residential complex for the 12 month period described above	\$	_____ . _____	
	-		
B Cost of electricity use for the same 12 month period for the portion of the residential complex other than the rental units*	\$	_____ . _____	
	=		
C Total cost of yearly electricity use for all rental units in the residential complex (A-B)	\$	_____ . _____	
*As estimated by an individual who holds a licence under the <i>Professional Engineers Act</i> .			

**Step 2** – Calculate the annual amount of electricity used by all rental units in the residential complex

A Kilowatt hours of electricity used by the residential complex for the 12 month period described above		_____	(kWh)
	-		
B Kilowatt hours of electricity used for the same 12 month period for the portion of the residential complex other than the rental units *		_____	(kWh)
	=		
C Yearly amount of kilowatt hours of electricity used by all rental units in the residential complex (A-B)		_____	(kWh)
*As estimated by an individual who holds a licence under the <i>Professional Engineers Act</i> .			

## Schedule B – Rent reduction based upon estimated past electricity use for the rental unit

Read the Instructions carefully before completing this form.

**Step 3** – Determine the estimated yearly cost of electricity use for the rental unit

A	Total cost of yearly electricity use for all rental units in the residential complex (Amount in Step 1, row C)	\$	.
		<b>X</b>	
B	Area of the rental unit expressed in square feet	_____	
		÷	
C	Total area of all rental units in the residential complex expressed in square feet	_____	
		=	
D	Estimated cost of yearly electricity use for the rental unit (A x B ÷ C)	\$	.

**Step 4** – Determine the estimated yearly amount of electricity used by the rental unit

A	Yearly amount of kilowatt hours of electricity used by all rental units in the residential complex (Amount in Step 2, row C)	_____	(kWh)
		<b>X</b>	
B	Area of the rental unit expressed in square feet	_____	
		÷	
C	Total area of all rental units in the residential complex expressed in square feet	_____	
		=	
D	Estimated yearly amount of kilowatt hours of electricity used by the rental unit (A x B ÷ C)	_____	(kWh)

**Step 5** – Total amount of rent reduction per rental period

A	Estimated cost of yearly electricity use for the rental unit (Amount in Step 3, row D)	\$	.
		+	
B	Total estimated additional charges and taxes <b>(See Instructions for an explanation of how to calculate this amount.)</b>	\$	.
		÷	
C	Number of rental periods in a 12 month period	_____	
		=	
D	<b>Amount of the rent reduction per rental period</b>	\$	.