

# Guide Form M: Notice of Rent Increase for Manufactured Home Space

(Section 11A of the Residential Tenancies Act)



## What is this form for?

**Use this form to** give tenants notice of a rent increase in a land-lease community. You must serve tenants with this form at least 7 months before the anniversary date or common rent increase date given on the lease. The notice must be given before the day of the month that rent is payable.

You have 2 options for a rental increase:

- Give an increase amount equal to or less than the Annual Allowable Rent Increase Amount found on the Residential Tenancies website: [novascotia.ca/rta](http://novascotia.ca/rta)
- Apply to the Director to give a rent increase greater than that amount. You must also complete Form N: Application to Director—Rent Increase Greater Than Annual Allowable Rent Increase Amount. You will need to visit an Access Centre to make the application and serve each tenant with both the application and this form.

## How to complete this form?

### Land-lease community name and address

Provide the name and address of the land-lease community as provided on the lease. If you do not have a lease, give the full civic address, including the postal code.

### This notice of rent increase...

List each manufactured home space that will be receiving the rent increase noted on the form. If you are giving different increase percentages for different spaces, use a separate form for each percentage increase. If you are listing multiple spaces, attach a separate sheet.

### Details of application

**Annual allowable rent increase amount (AARIA):** Complete the dates for the applicable year, as given on the Residential Tenancies website.

**The rent increase is:** If you are giving the AARIA, or an amount lower than the AARIA, check this box.

If you are proposing a rent increase greater than the AARIA, use check box 2. You must also complete Form N: Application to Director—Rent Increase Greater Than Annual Allowable Rent Increase Amount.

**Present rent:** Give the amount the tenant is paying now. Do not use the amount on the lease, unless there has been no previous rent increase

**Rent increase:** Give the amount by which the rent will change, and the percentage you are using to calculate it.

**New rent:** Add present rent and rent increase.

**Effective date of rent increase:** Give the date when the tenant must begin paying the new amount.

#### Will there be any change in services?

Reducing or removing a service you provide is considered a rent increase and must be taken into account when calculating the rent increase percentage.

Check no if there will be no change.

Check yes and give details if you are reducing or removing a service and estimate the value of the reduction.

**Landlord's name:** Give your name as it appears on the lease. If you do not have a lease, use your company name, or, if you do not have a company name, your full name. If you are representing a landlord, give the landlord's company name or full name.

**Street number and name:** Give your full civic address as it appears on the lease.

#### Sign and date this form.

This date is the date the notice is deemed served or sent.

### What do I do with the completed forms?

Make a copy of this form for your records.

#### 1 If you are giving an increase that is equal to or less than the AARIA:

##### ➡ Formally serve each tenant with one copy.

You may do this in several ways:

- 1 Hand the form in person to the tenant, or an adult who lives with the tenant.  
Date served is the same date.
- 2 Leave a copy in the tenant's mailbox or mail slot at the residential premises listed in the lease if the tenant currently resides there.  
Date served is the same date.
- 3 Send it by pre-paid registered mail, express post, or courier service to
  - the address of the residential premises listed in the lease if the tenant still lives there
  - a forwarding civic address provided by the tenantDate served is the 3<sup>rd</sup> day after the date mailed. Keep a copy of the receipt showing proof the notice was prepaid, properly addressed, and sent.
- 4 Send it electronically if the tenant has provided an electronic address in the lease to receive documents. The electronic copy must be substantially the same as the original and capable of being retained by the tenant so they can use for later reference.  
Date served depends on the time and the day sent as follows:
  - If sent before 4:00 pm on any day other than a Saturday, Sunday, or holiday, it is deemed to have been served on the day sent.
  - If sent after 4:00 pm on any day, it is deemed to have been served on the next day that is not a Saturday, Sunday, or holiday.

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- If sent on a Saturday, Sunday, or holiday, it is deemed to have been served on the next day that is not a Saturday, Sunday, or holiday.

## 2 If you are planning to give an increase that is more than the AARIA:

### ➡ Complete Form N and follow the instructions on that form.

You must submit Form N to the Residential Tenancies Program before you can give notice of a rental increase using Form M.

**Note:** Reducing or removing a service you provide is considered a rent increase and must be taken into account when calculating the rent increase percentage.

Provide your contact information and date and sign the notice.



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## Details of application

**Annual Allowable Rent Increase Amount for rent increases with an effective date from January 1, 20\_\_\_\_, to December 31, 20\_\_\_\_, is \_\_\_\_\_% .**

(As published by Service Nova Scotia and Municipal Relations on \_\_\_\_\_, 20\_\_\_\_)

**The rent increase is** (Check applicable box)

- equal to or less than the Annual Allowable Rent Increase Amount.  
OR
- greater than the Annual Allowable Rent Increase Amount. An Application to the Director in Form N for permission to increase rent by an amount greater than the Annual Allowable Rent Increase Amount is attached.

|   |                    |
|---|--------------------|
| Present rent  | \$ _____           |
| Rent increase                                       | \$ _____ is _____% |
| <b>New rent</b>                                     | <b>\$ _____</b>    |
| <b>Effective date of rent increase (YYYY MM DD)</b> | _____              |

**Will there be any change in services?**

- No
- Yes \_\_\_\_\_  
(The value of a discontinued service is deemed to be a rent increase—see subsection 11(5) of the Act.)

**Landlord's name** (print) \_\_\_\_\_

Street number and name (civic address) \_\_\_\_\_ Unit number \_\_\_\_\_

City or town \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Phone \_\_\_\_\_

## Sign and date this form

Landlord or representative's signature \_\_\_\_\_ Date (YYYY MM DD) \_\_\_\_\_

## Tenants: Please note

**If the rent increase is greater than the Annual Allowable Rent Increase Amount** indicated above, your landlord is required to submit an **Application to Director** for permission to increase your rent by this amount and must provide you with a copy of the Application to Director together with this notice. There are instructions on the **Application to Director** outlining how you can make submissions to the Director in response to the landlord's application.