

REQUEST FOR INFORMATION

Multi-Residential Property Income/Expense Statement

Filing Deadline: August 1, 2018

Owner's Name: _____ Tax roll #: _____
 Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

CONFIDENTIAL

With regard to your property at address: _____ Assessment Roll No: _____
 Name of Building: _____
 Legal Description: _____ Tax Code: _____

RENTAL SCHEDULE AS OF JULY 1, 2018

INSTRUCTIONS:

Please complete this form with the appropriate information and return it on or prior to **August 1, 2018** to the City Assessor at the address shown at the top. All information received as per this request is treated as confidential in accordance with The Freedom of Information & Protection of Privacy Act & The Municipal Government Act.

Please list below, in the appropriate column, the following:

- Column (1): Identify the location of Suite - B=Basement; M=Main Level; U=Up/Down Suite (See*Definitions below)
- Column (2): Enter the suite or unit number assigned
- Column (3) Enter the monthly gross rent charged, as if occupied

COLUMN 1	COLUMN 2				COLUMN 3
LEVEL (B/M/U)	BACHELOR	1 BEDROOM	2 BEDROOM	3 BEDROOM	RENT
<i>Example: B</i>			101		\$500
<i>M</i>	EXAMPLE ONLY				\$600
<i>B</i>			103		\$500
<i>M</i>			104		\$600
Please fill out your information below:					
Assessor's Use Only:					

***Definitions**

Type 1:

B= Basement Suite – A Fourplex unit where the sleeping quarters and living area are located in the basement or lower level.

M=Main Level Suite – A Fourplex unit where the bedrooms and living area are located on the main floor.

Type 2:

U= Up/Down – A Fourplex unit where the sleeping quarters are located in the lower level or basement, and the living area is located on the main level.

Cont'd on opposite side...please flip over

