

July 05, 2024

Due Date: September 04, 2024

Roll Number:	
Description:	
Civic Address:	
Legal Description:	

PLEASE PROVIDE A COPY OF YOUR JULY 2024 STAR REPORT (FROM STR) WITH THIS DOCUMENT

FACILITIES	FLOOR AREA (SQ. FT.)
Public:	
Restaurant	
Dining Room	
Banquet	
Conference	
Lounge	
Tavern	
Retail Liquor/Beer Outlet	
Other (Please specify):	

ROOM COUNT		
Room Type	# of Units	Average Daily Rate
Single		
Double		
Suites		
Total		

OCCUPANCY			
	July 1, 2021 to June 30, 2022	July 1, 2022 to June 30, 2023	July 1, 2023 to June 30, 2024
Average Occupancy for Year*	%	%	%

* Occupancy – Ratio of Total Occupied Rooms to Total Available Rooms

CAPITAL EXPENDITURES			
	July 1, 2021 to June 30, 2022	July 1, 2022 to June 30, 2023	July 1, 2023 to June 30, 2024
Realty	\$	\$	\$
Furniture, Fixtures & Equipment (FF&E)			

QUALITY RATING GUIDE						
Interior Finish	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Standard	<input type="checkbox"/>
Time since last FF&E Upgrade	0 – 5 Years	<input type="checkbox"/>	5-10 Years	<input type="checkbox"/>	10 years+	<input type="checkbox"/>
Time since last Building Renovation	0 – 5 Years	<input type="checkbox"/>	5 - 10 Years	<input type="checkbox"/>	10 Years+	<input type="checkbox"/>

FRANCHISE INFORMATION		
Hotel Chain Name:		
Royalty Fee*		%
Marketing Fee*		%
Reservation Fee*		%

*Percentage of Gross Room Revenue

FINANCIAL INFORMATION FOR ROLL NO.			
	July 1, 2021 to June 30, 2022	July 1, 2022 to June 30, 2023	July 1, 2023 to June 30, 2024
REVENUE			
Rooms			
Food and Beverage			
Telephone			
Other (Please Specify)			
DEPARTMENT EXPENSES			
Rooms			
Food and Beverage			
Telephone			
UNDISTRIBUTED OPERATING EXPENSES			
Administration and General			
Management			
Advertising and Promotion			
Utilities			
Repairs			
Franchise Fee			
Other (Please Specify)			
FIXED EXPENSES			
Insurance			
Property Taxes			
Reserves for Replacement			

APPRAISAL AND SALE INFORMATION

Have you had an appraisal on this property since **July 1, 2023**? Yes No

If yes, please include a copy of this report or indicate the appraised value, date of the appraisal, and its purpose:

Date: _____

Appraised Value: _____

Purpose: _____

Is your property currently listed for sale, or been listed since **July 1, 2023**? Yes No

If yes, what was the list price? _____

ACKNOWLEDGEMENT AND CERTIFICATION

By signing, I acknowledge and certify that:

- I. The information provided is true and correct to the best of my knowledge.

Signature: _____

Printed Name of Signatory Person: _____

Date: _____ Contact Phone Number: _____

The information collected is done so under the authority of *Municipal Government Act (MGA)* section 295(1) and used by the municipality to carry out the duties and responsibilities of an assessor under Parts 9 to 12 and the regulations. The information is protected under the *Freedom of Information and Protection of Privacy (FOIP) Act* and *Municipal Government Act* sections 299 to 301.1. If you have questions about the collection, use or protection of this information, please contact Assessment Services at **Phone:** 403.342.8235, **Email:** assessment@reddeer.ca **Address:** 4914 – 48 Ave, PO Box 5008, City Hall , Red Deer AB T4N 3T4

DEFINITIONS AND COMPLETION GUIDE - RENTAL INFORMATION

Column	Category	Comments
A	Unit Number	Unit/bay number of descriptor (i.e.. # 101, Bay C, Rear Bldg., etc.)
B	Floor	Location of tenant's space within the building (i.e.. BSMT, Main, Mezz, 2nd floor, 3rd floor, etc.)
C	Occupant Name	Name of company, business or person occupying space. If vacant, please indicate as "vacant".
D	Occupant Type	T- Tenant Occupied, O - Owner Occupied, V - Vacant, R - Tenant related to landlord, "R - Tenant related to landlord" refers to a tenant that pays rent, but is related to the owner.
E	Lease Area	Size of the area being leased. All areas are to be accounted for regardless of occupancy. The total sum of the area should result in an accurate size indication of the building(s).
F	Commencement Date	The original occupancy or move-in date of the occupant.
G	Lease Renewal Date	The date of the most recent lease renewal. Typically a renewal occurs prior to the expiration of a previous lease contract.
H	Lease Expiry Date	The contractual date upon which the existing lease ends. If a lease is month-to-month, this portion should state "monthly".
I	Lease Type (Net, Gross, Semi-Gross)	Net : refers to a rental agreement in which the tenant pays a fixed rent (base rent) plus the operational costs of the property, such as additional rent or operating costs. The net rent (or base rent) is the amount paid for the real estate only and is "net" to the landlord, as all operating costs are either paid separately by the tenant, or indirectly as a reimbursement to the landlord. Gross : refers to a rental agreement where 100% of the operating costs are paid by the landlord. The tenant pays a flat rent with no contribution to operating costs. Semi-Gross : refers to a rental agreement where the operating costs are shared by both the tenant and landlord. For example, the tenant may pay a base rent plus utilities only, while the landlord is responsible for property taxes and insurance and does not charge these expenses back to the tenant.
J	Base Rent Per Month	Refers to the base rent paid per month not including any operating cost recovery. Review Lease Type definition above.
K	Annual Rate Per Sq.Ft.	Total annual base rent divided by the leased area .
L	Parking Income	Any additional rent received for parking.
M	Signage Income	Any additional rent received for signage rental.
N	Op. Cost Recovery	Operating cost recoveries are property related expenses that can be billed to tenants as additional rent under the existing lease agreement. Operating expenses typically include utilities, property tax, property insurance, maintenance, etc.
O	Rent Step Ups	Rent step ups refer to scheduled changes in rent occurring within the contractual term and were agreed to upon initial signing of lease. If step ups exist, the scheduled changes must be reported within the Additional Details or Comments section (below).

ADDITIONAL DETAILS OR COMMENTS

ie. Rent step ups, rent dates/details, description of operating cost expenses, free rent, abatements, tenant improvement allowance, changes to the property, listing or sale information, additional information, etc.:

(Please provide additional documentation if necessary (further comments, property changes, rent roll, lease contract, appraisal, etc.)

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