

REQUEST DATE:	May 02, 2025	DUE DATE:	July 11, 2025
PROPERTY ROLL NO.:		PROPERTY OWNER:	
LEGAL DESCRIPTION:		ASSESSMENT CODE:	
MUNICIPAL ADDRESS:			

RENTAL INFORMATION

As an alternative to the table below you may enclose the rent roll and/or supplementary information. Digital or printed copies are acceptable. Submissions must address all data-sets detailed below.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
UNIT NUMBER	FLOOR Main, Bsmt, Mez, 2nd, etc.	OCCUPANT NAME(S) Please account for all areas of the improvement(s) including vacant areas, tenant areas, as well as owner occupied areas	OCCUPANCY T= Tenant, O= Owner, V= Vacant, R= Related to Owner	LEASED AREA Square Feet	COMMENCEMENT DATE Original date that the Tenant started occupying this area	LEASE RENEWAL DATE Most recent lease renewal	LEASE EXPIRY DATE Contract expiry date of lease. If monthly, state "Monthly"	LEASE TYPE Net-Base rent plus tenant pays expenses Gross-Base rent only with landlord paying all expenses Semi-Gross-Base rent plus tenant pays partial expenses	BASE RENT PAYABLE PER MONTH (Contract base rent per month excluding GST)	ANNUAL BASE RENT PER SQ. FT. (per year excluding GST)	PARKING INCOME (per month excluding GST)	SIGNAGE INCOME (per month excluding GST)	OP. COST RECOVERY PER SQ. FT. (operating costs charged to the tenant per sq.ft. excluding GST)	RENT STEP-UPS Is the lease subject to any rent step-ups - Yes/No? If "Yes", provide details on the back of this page.
100	M	Example (Tenant A)	T	1,000	MM/DD/YY	MM/DD/YY	MM/DD/YY	Net	\$1,250	\$15.00	n/a	n/a	\$4.50	No
TOTAL BUILDING SIZE (Area of all units): (including all leased, vacant and owner occupied areas)														

If additional rows are required you may duplicate this page

CERTIFICATION (please complete all categories below, as additional communications may be required):

I hereby certify that all information contained in this statement is true and correct.

Name of Contact Person (Please print)	Position	Signature	Contact Phone Number	E-mail Address	Date

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.))

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.