

ANNUAL PROPERTY TENANT REPORT

Definitions on Reverse Side

REQUEST DATE:	May 10, 2019	DUE DATE:	July 10, 2019
PROPERTY ROLL NO.:		PROPERTY OWNER:	
LEGAL DESCRIPTION:			
MUNICIPAL ADDRESS:		Assessment Code:	

RENTAL INFORMATION															Expense Information – directly, or indirectly, who pays for the operating costs displayed below: Indicate “O” if paid by owner/landlord or “T” if paid by tenant or tenant related to owner. Any operating costs recovered from the tenant are to be considered paid by the tenant.						
Please feel free to enclose additional information or your rent roll. There is also a comments section on the reverse side of this form for additional details or comments.																					
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Property Taxes	Structural Maintenance	General Maintenance/Repair	Utilities (power, gas, water, sewer)	Management	Other	
UNIT NUMBER	FLOOR <small>Main, Bsmt, Mez, 2nd, etc.</small>	OCCUPANT NAME(s) Please account for all areas of the improvement(s) including vacant areas, tenant areas, as well as owner occupied areas	OCCUPANT TYPE <small>T= Tenant, O=Owner, V=Vacant, R=Related to owner</small>	LEASED AREA <small>Square Feet</small>	COMMENCEMENT DATE <small>Original date that the Tenant started occupying this area</small>	LEASE RENEWAL DATE <small>Most recent lease renewal if applicable</small>	LEASE EXPIRY DATE <small>Contract expiry date of lease if monthly, state “Monthly”</small>	LEASE TYPE Net —Base rent plus tenant pays all expenses either directly, or indirectly back to the landlord Gross —Base rent only with landlord paying all expenses Semi-Gross —Base rent with tenant and landlord share expenses	BASE RENT PAYABLE PER MONTH <small>Contract rent prior to any operating costs (per month not incl. GST)</small>	ANNUAL RENT PER SQ.FT. <small>(per year not incl. GST)</small>	PARKING INCOME <small>(per month not incl. GST)</small>	SIGNAGE INCOME <small>(per month not incl. GST)</small>	OP. COST RECOVERY <small>Operating costs charged to the tenant per month (NIN Costs per month not incl. GST)</small>	RENT ESCALATIONS <small>Is the lease subject to any rent step-ups - Yes or No? If “Yes”, please provide details on the back of this page.</small>							
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	\$650	No	T	O	T	T	T		
TOTAL BUILDING SIZE (Area of all units) <small>(including all leased, vacant and owner occupied areas)</small>																					

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.

See reverse for additional details. Please duplicate form if additional rows are required.
This form is available online at www.reddeer.ca in PDF format (instructions on cover letter)

Name of Contact Person (Please print)	Position	Signature	Contact Phone Number	E-mail Address	Date
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DEFINITIONS AND COMPLETION GUIDE – ANNUAL PROPERTY TENANT REPORT

Column	Category	Comments
A	Unit Number	Unit/bay number or descriptor (ie. #101, Bay C, Rear Bldg, etc.)
B	Floor	Location of tenant's space within the building (ie. Bsmt, Main, Mezz, 2nd Flr, 3rd Flr., etc.)
C	Occupant Name	Name of company, business or person occupying space. If vacant this portion can remain blank, or be indicated as 'vacant'.
D	Occupant Type	T-tenant occupied, O-owner occupancy, R-tenant related to landlord, V-vacant. Option "R-tenant related to landlord" refers to a tenant that pays rent, but is related to the owner; non-arms length tenant.
E	Lease Area	Size of area being leased. All areas are to be accounted for regardless of occupancy. The total sum of all areas 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 (if applicable). 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; or expiry date. If a lease is month-to-month this portion should state "monthly".
I	Lease Type (Net, Gross, Semi-Gross)	<p>Net: refers to a type of lease in which the tenant pays a fixed rent (base rent) plus the operational costs of the property, such as additional rent, operating costs, or triple net (NNN) 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.</p> <p>Gross: refers to a flat rent which includes all operating costs to be incurred by the landlord. Thus, gross rent is NOT net to the landlord. Typically, gross lease rates are higher than net rates, because operating costs are absorbed by the landlord.</p> <p>Semi-Gross: refers to rent plus shared operating costs. The tenant pays a fixed base rent, but shares expenses with the landlord. For example: the tenant may pay a base rent plus utilities, while the landlord pays for property taxes and insurance. In this type of lease the rent is not net to the landlord, as some expenses are still incurred.</p>
J	Base Rent Per Month	Refers to the base rent paid per month not including any operating cost recovery. Review lease type definitions above.
K	Annual Rate Per Sq.Ft.	Total annual base rent divided by the leased area . Refer to the lease type definitions.
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 recovery refers to operating costs charged to the tenant by the landlord. For example, in a net lease or semi-gross lease situation some operating costs may be charged and paid by the landlord, however such costs are charged back to the tenant over and above the base rent, thus "additional rent". These are also often referred to as operating costs or triple net (NNN) costs.
O	Rent Escalations	Does the existing lease agreement include any contractual changes to rent throughout the term? Yes or No? If yes, the scheduled rent changes must be reported on the reverse side of the Annual Property Tenant Report within the Additional Details or Comments section.

ADDITIONAL DETAILS OR COMMENTS

(ie. Escalating rent dates/details, description of operating cost expenses, 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 as part of this property valuation is done so under the authority of the *Municipal Government Act (MGA)* section 295(1) and is protected under the *Freedom of Information and Protection of Privacy (FOIP) Act*. Information will be used solely for the purpose of determining a fair and equitable assessed value of your property. If you have questions about the collection, use or protection of this information, please contact the Revenue and Assessment Services Department at 403-342-8126, 4914 - 48 Ave, PO Box 5008, 4th Floor, City Hall, Red Deer, AB T4N 3T4. assessment@reddeer.ca