2018 NON-RESIDENTIAL PROPERTY REQUEST FOR INFORMATION

ANNUAL PROPERTY TENANT REPORT

Definitions on Reverse Side

REQUEST DATE:		**DUE DATE:**	
			(As per the MGA, the due date is 60 days from the request date.)
PROPERTY ROLL NO.:		**PROPERTY OWNER NAME:**	
PROPERTY ADDRESS:			

RENTAL INFORMATION

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.

For Gross or Semi-Gross leases, please indicate with an "x" in the column below which operating expenses are included in the rent (i.e. paid for by the Landlord).

UNIT #	FLOOR (Bsmt,Main,Mez,2nd, etc.)	OCCUPANT NAME **Please account for all areas of the improvement(s) including vacant areas, tenant areas, as well as owner occupied areas**	OCCUPANT TYPE (Tenant, Owner, Vacant)	LEASED AREA (Square Feet)	LEASE START DATE	LEASE EXPIRY DATE	LEASE TYPE (Net, Gross, Semi-Gross)	NET, GROSS or SEMI-GROSS RENT per month (Not incl. GST)	PARKING INCOME per month (Not incl. GST)	SIGNAGE INCOME per month (Not incl. GST)	OPERATING COSTS per month (Not incl. GST)	Property Taxes	Structural Maintenance	Building Insurance	Management	Power	Gas	Water / Sewer	Waste / Snow Removal	Maintenance / Repair	Other ____
100	*Main*	*Example Tenant Ltd.*	*T*	*1,000*	*July 1, 2013*	*June 30, 2018*	*Net*	*$1,500*	*n/a*	*n/a*	*$750*										

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 Assessment at 403-845-4444, 4340 - 47 Avenue, PO Box 550, Rocky Mountain House, AB T4T 1A4.

CERTIFICATION

I. 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

Roll Number:

Property Address:

DEFINITIONS:

Net Lease (Triple Net): *A net lease refers to a type of lease in which the tenant pays a fixed rent plus the operational costs of the property. The 'net rent' is the amount paid for the property only excluding operating costs which are paid separately. Thus, because the tenant pays all the operation costs, the 'net rent' is net to the landlord.*

Gross Lease: *A gross lease refers to a type of lease in which the tenant pays a fixed rent only and all operational costs are paid 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.*

Semi-Gross Lease: *A semi-gross lease is a blend of net and gross. The tenant pays a fixed rent, but shares expenses with the landlord. For example: the tenant may pay a fixed rate 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.*

If you have any questions or concerns, please contact the Assessor at 403-845-4444.

ADDITIONAL DETAILS OR COMMENTS

(ie. Escalating rent details, description of operating cost expenses, further explanation, etc.):