

Request for Information (RFI)
Hotel Motel Valuation Group

In accordance with 5(3) of the *Matters Relating to Assessment Complaints Regulation* “**A local assessment review board must not hear any evidence from a complainant relating to information that was requested by the assessor under section 294 or 295 of the Act but was not provided to the assessor**”.

Please provide the following:

- A. Financial Statements for the last three years in a comparative format.** Information previously provided to the City does not need to be resubmitted. A sample format has been provided as reference.

Pursuant to section 295 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 the Assessment and Taxation Branch requires the above information in that it is necessary in preparing the assessment.

Please note that under section 295(4) of the *Municipal Government Act*, failure to provide this requested information may result in the loss of the right to make a complaint about your assessment.

s. 295(4) No person may make a complaint in the year following the assessment year under section 460 or, in the case of linear property, under section 492(1) about an assessment if the person has failed to provide the information requested under subsection (1) within 60 days from the date of the request.

In addition, pursuant to section 294 of the *Municipal Government Act* the Assessment and Taxation Branch requires the following information which will be useful in preparing the assessment. It is important to provide this information to ensure that the City is not over assessing your property in relation to other similar properties.

B. RFI-1 (Owner Contact and Certification)

C. RFI-H (Hotel Survey)

D. Detailed Schedule of Expenses for the last three years in a comparative format.

Information previously provided to the City does not need to be resubmitted. (see sample enclosed)

E. RFI-HP (Parking Details)

F. RFI-C (Commercial Tenant Roll) if applicable

- The completed Commercial Tenant Roll form must include a summary of the tenancy and vacancy of each building located on site.
- If owner or vacant space is located in this property, please indicate space on the rent roll.

If you fail to provide this information, the City of Edmonton may ask the Court of Queen's Bench for an order under section 296 of the *Municipal Government Act* requiring this information to be given to the City.

s. 296(1) An assessor described in section 284(d)(i) or a municipality may apply by originating notice to the Court of Queen's Bench for an order under subsection (2) if any person

(b) refuses to produce anything requested by an assessor to assist the assessor in preparing an assessment or determining if property is to be assessed.



Rod Risling, AMAA, CAE
Branch Manager and City Assessor
Assessment and Taxation Branch

This information is due on or before April 19, 2013

Tax Roll #: _____ Building Address: _____

Operating Business Name: _____ Legal Entity: _____

Was there an appraisal done on the property in the last 12 months ? Yes No if yes, complete the following:

Date of Appraisal: _____ Purpose of Appraisal: _____ Amount _____

Section A: Company Representative

Name: _____ Position: _____

Company Name: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Section B: Alternate Contact Person (if different from above)

Name: _____ Position: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Section C: Certification

I hereby certify that the attached information is true and correct.

Signature _____ Date: _____

Parking Details

RFI-HP

	Number of Stalls	\$ Daily Rate	Number of Public Stalls	\$ Daily Rate
Surface				
Covered				
Parkade - Not Heated				
Parkade - Heated				

Tax Roll #: _____

Building Address: _____

Fill in if there have been changes during the last year.

Section A: General Information

Building Name: _____

Corporate Name: _____

Chain Affiliation: _____

Canada Select Rating (Number of Stars): _____

(please attach a copy of chain affiliation agreement)

Section B: Summary of Food, Beverage and Meeting Rooms

Public Facilities	Number of Seats	Floor Area (sq. ft)
Restaurant		
Dining Room		

Public Facilities	Number of Seats	Floor Area (sq. ft)
Banquet Room		
Conference Room		

Public Facilities	Number of Seats	Floor Area (sq. ft)
Lounge		
Tavern		

Section C: Summary of Guest Rooms

Number of Rooms (excluding suites): _____ Number of Suites: _____ Total Number of Rooms & Suites: _____

Number of Out of Service Guest Rooms: _____ Time Out of Service: _____

 Managers Suite: Yes No Size of Managers Suite (sq.ft): _____

Section D: Summary of Recreation / Fitness Rooms

 Swimming Pool: Yes No Hot Tub / Whirlpool: Yes No Sauna: Yes No

 Steam Room: Yes No Racquetball / Squash: Yes No Exercise Room: Yes No

Other: _____

Section E: 2012 Occupancy and Project Cost Information

	2010 - provide if not previously provided	2011 - provide if not previously provided	2012
Annual Percentage Occupancy			
Average Daily Room Rate (NOT advertised room rate)			

Please provide breakdown of the following costs:

Fiscal Year End (dd/mm/yy) _____

Did any major renovations take place on the property during the last year?:

Date Renovations started (dd/mm/yy) _____ Details of Renovations: \$ _____

2012 Reserve for Replacement - (a) Realty \$ _____ (b) FF&E \$ _____

Please provide any additional information that you would like considered in the valuation of your property.

Initial: _____

Date: _____

SAMPLE ONLY

**PROVIDE 3 YEARS OF COMPLETE
FINANCIAL STATEMENTS WITH DETAILS OF ALL
REVENUES AND EXPENSES**

Schedule of Repairs and Maintenance

	2010	2011	2012
	\$	\$	\$
Operating Expenses			
Salaries & Wages	THIS FORM IS JUST AN EXAMPLE - DO NOT FILL OUT		
Employee Benefits			
Building			
Carpets & Drapes			
Cleaning Supplies			
Computer Equipment			
Contract Services			
Electrical			
Elevators			
Equipment Repairs			
Fire & Safety			
Furniture, Fixtures, Mattresses, Lamps, etc.			
Garbage Disposal			
Grounds & Plants			
Kitchen Equipment			
Locks & Keys			
Material & Supplies			
Mechanical & Plumbing			
Other Equipment			
Painting & Decorating			
Pool			
Refrigeration			
Television			
Training			
Truck & Travel			
Uniforms			
Signage			
Capital Expenditures			
Reserve For Replacement			
Other			
Total Operating Costs			

In addition, please provide a detail schedule for all expense categories similar to the above format.

Commercial Tenant Roll

DO NOT INCLUDE G.S.T.

RFI-C

Building Name: _____ Building Address: _____ Tax Roll #: _____ Building ____ of ____

ALL UNITS INCLUDING VACANT MUST BE LISTED ON THIS FORM AND INCLUDED IN THE TOTAL

		Space Description					Lease Term				Annual Lease Details						Tenant Incentives			
A	B	C	D	E	F	G	H	I	J	K	M	M	N	O	P	Q	R	S	T	
Business Address(es) Unit # Street Address	Business Name(s) and Legal Entity	Occupancy Type (Owner, Tenant, Vacant)	Floor(B, M, Mz, 2, etc)	Leased Area (Square Feet)	Grossed Up Floor Area Office Only (Square Feet)	Tenant Space Finished Raw (RAW) / Improved (IMP)	Commencement Date (MM/YY/YY)	Lease Renewal Date (MM/YY/YY)	Expiry Date (MM/YY/YY)	Net Rent (\$/Month)	Gross Rent (\$/Month)	Operating Costs (e.g. Util., Taxes, Etc.) (\$/Month)	Other Rent (\$/Month)	Description of Other Rent (e.g. Sign, Etc)	Rent Escalation (Step Up) Month/Year (MM/YY/YY)	Escalated Rent (Step Up) \$/Month	Free Rent Net \$ Only	Number of Months	Tenant Improvements (\$ Amount) Prior 18 Months ONLY	Tenant Inducements (\$ Amount) Prior 18 Months ONLY
101 EXAMPLE: 12345 Anywhere Street	Business XYZ Ltd.	Tenant	M	2000	2500	IMP	Jan/1998	Jan/2000	Jan/2006	3500	6000	2500	25	Sign	Aug/2008	3750	3500	4	6500	4200

Total Leasable Area (sq. ft) _____ Initial _____ Date: _____
(including all leased and vacant space)

This information is being collected under the authority of sections 294, 295 and 328 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 and will be used for assessment and provincial audit purposes. It is protected in accordance with the privacy provisions of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25. If you have any questions about the data collected, contact the Coordinator of the Information Management Centre at (780) 442-1495 or via mail at Main Floor, Chancery Hall, 3 Sir Winston Churchill Square, Edmonton, AB T5J 2C3

Guide To Completion Of Commercial Tenant Roll

The following overview of the fields located on the "Commercial Tenant Roll" RFI-C form is intended to assist you in the completion of the form:

- PLEASE REPORT: ■ ANY RENTAL INFORMATION PERTAINING TO LAND LEASES.
 ■ ANY VACANT RENTABLE AREA THAT YOUR BUILDING MAY HAVE EVEN IF ONLY PARTIALLY OCCUPIED
 (E.G. 500 SQFT OF 600 SQFT LEASED, 100 SQFT IS VACANT)

A	Business Address	Unit number identifies the suite or unit of the business. Street address identifies the premises address of the business or building.
B	Business Name	Business Name and the Legal Entity leasing/occupying the space
C	Occupancy Type	Owner/Tenant/Vacant
D	Floor	Physical location of the tenant's space within the building. (B = Basement, M = Main, MZ = Mezzanine, 2 = 2nd Floor etc)
E	Leased Area	The total area leased to the tenant.
F	Grossed Up Floor Area	Rentable/Usable ratio (gross up factor) x Usable Area Example: Area: 1240 sq ft Gross up factor: 5% Grossed Up Floor Area: 1240 x 1.05 = 1302 sq ft
G	Tenant Space Finished	Was the space rented as an undecorated shell (Raw) or was the space previously (IMP) improved and accepted by the new leasee
H	Commencement Date	Date the lease agreement takes effect or the vacancy occurred. (MMM/YYYY) Mark Month to Month (M to M) if no lease exists
I	Lease Renewal Date	Date of most recent lease renewal. (MMM/YYYY) Mark Month to Month (M to M) if no lease exists
J	Expiry Date	Date that the lease agreement expires (MMM/YYYY).
K	Net Rent	Rent that is stated in the lease agreement excluding operating or additional costs (\$/Month), Do NOT include GST
L	Gross Rent	Rent that is stated in the lease agreement including operating or additional costs (\$/Month).
M	Operating Costs	Typical building expenses that are charged back to the tenant (such as utilities, property taxes, etc). Do NOT Include GST.
N	Other Rent	Any additional rent charged for storage, parking, signage (\$/Month)
O	Description Of Other Rent	Description of what other rent is. I.E. - Signage
P	Rent Escalation Month	Date when rent escalation (step up) commences after July 1, 2012.
Q	Escalated Rent	Amount of the increase in rent (step up) occurring after July 1, 2012.
R	Free Rent	Net amount of free rent and number of months it was given.
S	Tenant Improvements	A negotiated sum a landlord is willing to spend to customize space for the needs of a particular tenant, in the prior 18 months.
T	Tenant Inducements	Negotiated funds given to the tenant that are not specific or tied to improving leased space, in the prior 18 months.