

Request for Information (RFI)
Multi-Residential Valuation Groups

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 complete the following:

A. RFI-M (Multi-Residential Rent Roll)

- Please provide the requested details of the rent roll as of February, 2013. Also please identify any rental subsidies per unit, caretaker unit and all vacant units.

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 would like 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.

C. RFI-1 (Owner Contact and Certification)

D. RFI-MP (Parking Details)

E. RFI-MF (Multi-Residential Annual Financial Statement)

- Please provide an **Annual Financial Statement** relating to the entire operations of the real property for your fiscal year ending 2010. A blank statement is provided.

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

<p>This information is due on or before April 19, 2013</p>
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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-MP

* Tandem stall refers to parking that can be occupied by two vehicles at the same time.	Number of Residential/ Tenant Stalls	\$ Per stall	Number of Commercial Tenant Stalls	\$ Per stall	Number of Public Stalls	\$ per Stall	Number of Tandem Stalls *	\$ per Stall	Included in Rent (Y/N)
Surface									
Covered									
Parkade - Not Heated									
Parkade - Heated									

12 Month Fiscal Period Ending _____

Tax Roll #: _____ Building Address: _____

Do the units include the following? Air Conditioning Yes No In Suite Laundry Yes No
 Dishwasher Yes No

Potential Gross Income

Potential Gross Rent
 100% Occupancy (Unfurnished) _____
 Potential Gross Rent
 100% Occupancy (Furnished) _____
 Office Rental _____
 Commercial Rental _____
 Commercial Recoveries _____

Miscellaneous Income

Parking Revenue _____
 Laundry Rental _____
 Other _____
 Specify Other Rent _____

Total Income _____

Vacancy and Collection Loss

Apartment Vacancy in Dollars _____
 # of units vacant in reporting
 period _____
 Apartment Collection Loss _____
 Apartment Incentives _____
 Commercial Vacancy in Dollars _____
 Commercial Collection Loss _____
 Commercial Incentives _____

Operating Expenses Fixed

Property Taxes _____
 Insurance _____
 Business License _____
 Other _____
 Specify Other _____

Operating Expenses Variable

Management

Professional Fees _____
 Administrative _____
 Telephone / Pager / Internet _____

Caretaker

Salary _____
 Rental Discount _____

Utilities

Water & Sewer _____ Incl. in Rent? Yes No
 Waste Removal _____
 Power _____ Incl. in Rent? Yes No
 Gas _____ Incl. in Rent? Yes No
 Cable _____

Supplies

Caretaker or Janitorial _____
 Office _____

Repair & Maintenance

***Do Not** include Capital Expenditures
 Repairs of Structure - Interior _____
 Repairs of Structure - Exterior _____
 Elevator _____
 Other _____
 Specify Other _____

Replacements

***Do Not** include Capital Expenditures
 Appliances _____
 Laundry Equip. _____
 Flooring _____
 Interior Painting _____
 Other _____
 Specify Other _____

Ground & Parking Area Maintenance

Lawn Maintenance & Snow Removal _____
 Other _____
 Specify Other _____

Advertising

Miscellaneous
 Other _____
 Specify Other _____

Capital Expenditures / Major Maintenance / Repair

* Capital Expenditures are those expenses that do not occur annually, involving replacement of worn out or obsolete components where replacement is of significant duration and cost, i.e. Boilers, Windows and Doors, Roof, etc.

Initial: _____ Date: _____