

Request for Information (RFI)
Multi-Residential Valuation Groups

In accordance with section 9(3) of the *Matters Relating to Assessment Complaints Regulation* “**A composite 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-1 (Owner Contact and Certification)
- B. RFI-MP (Parking Details)
- C. RFI-M (Multi-Residential Rent Roll)
 - Please provide the requested details of the rent roll as of **February, 2016**. Also please identify any rental subsidies per unit, caretaker unit and all vacant units.
- D. 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 2015. A blank statement is provided.

The following statement applies to bullet C.

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.



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

This information is due on or before APRIL 15, 2016 .



Account #: _____ 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: 2017 Preliminary Assessment Roll Consultation (Pre-Roll)

The Pre-Roll Consultation period, typically held between mid-October and mid-November, provides you with the opportunity to exchange information with us and to review the details of your property. As part of this process you can also review your preliminary property assessment prior to it being finalized.

☐ Yes, I would like to receive an invitation to participate in Pre-Roll-roll discussions

Note: There may be some circumstances where a property may not qualify to engage in Pre-Roll Consultation.

Section D: Certification

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

Signature _____ Date: _____

Parking Details

RFI-MP

Parking Details	Number of Residential/ Tenant Stalls	Monthly \$ Per stall	Number of Commercial Tenant Stalls	Monthly \$ Per stall	Number of Public Stalls	Monthly \$ Per stall	Number of Tandem Stalls *	Monthly \$ Per stall	Included in Rent (Y/N)
Surface									
Covered									
Parkade - Not Heated									
Parkade - Heated									

* Tandem stall refers to parking that can be occupied by two vehicles at the same time.

You can submit documents via mail to Main Floor, Chancery Hall, 3 Sir Winston Churchill Square, Edmonton, AB T5J 2C3, fax to (780) 496-1986, or e-mail (.pdf, .xls) to assessment@edmonton.ca

This information is being collected under the authority of section 295 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 Manager of the Information Management Centre at (780) 442-1495 or via mail to Main Floor, Chancery Hall, 3 Sir Winston Churchill Square, Edmonton, AB T5J 2C3



Multi-Residential Tenant Roll
for the Month of February, 2016

Whenever possible, please provide the rent roll in Excel format (.xls) by email to assessment@edmonton.ca and include all relevant information. Please photocopy page if you have more than 12 units or multiple buildings.

RFI-M

Page _____ of _____

Building Name: _____ Building Address: _____ Account #: _____ Building _____ of _____

ALL UNITS INCLUDING VACANT SPACE MUST BE LISTED ON THIS FORM AND INCLUDE POTENTIAL MONTHLY RENT

Total Number of Units _____

A	B	C	D	E	F	G	H		I			J
Unit Number	Property Address	Occupancy Type (Owner, Tenant, Vacant)	Suite Type (Bach, 1 Bdrm, etc)	Den (Y/N)	Floor (Bsmt, Main, 2nd, etc)	Unit Size (Sq ft)	Rent (\$/Month)		Check Box if applicable for each unit			Comments
							Actual	Market	Furnished	Subsidized Rent	Deck / Balcony	

Initial _____ Date: _____



Multi-Residential Annual Financial Statement RFI-MF

12 Month Fiscal Period Ending _____

Account #: _____ 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 CollectionLoss

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: _____

This information is being collected under the authority of section 295 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 Manager of the Information Management Centre at (780) 442-1495 or via mail to Main Floor, Chancery Hall, 3 Sir Winston Churchill Square, Edmonton, AB T5J 2C3