

**Request for Information (RFI)**  
**Parkade**



Please complete the following:

- A. RFI-P1 (Owner Contact and Certification)
- B. RFI-P2 (Parking Lot / Parkade Details)
- C. RFI-P3 (Parking Revenue and Expense Information)
- D. Provide a Commercial Tenant Roll (RFI-C) which include the most current summary of the tenancy and vacancy of each building located on site.
  - . You may provide the information:
    - Using the Excel template located on our website [www.edmonton.ca/assessment](http://www.edmonton.ca/assessment)
    - In your own format which includes the following information:  
Business Address, Business Name, Occupancy Type, Space Type, Tenant Space Finished, Floor, Gross Leased Area, Lease Negotiated/Start/Renewal/Expiry Dates, Net Rent, Rent Escalation Month/Rent, Operating Costs, Gross Rent, Other Rent/Description, Tenant Inducement Type/Amount, Tenant/Landlord Improvements.
    - By completing the RFI-C form provided. Please photocopy as required.
  - . For **Owner Occupied and vacant space**, please complete columns A (Business Address) to F (Gross Leased Area) and Column P (Operating Costs).
  - . For each tenant that pays additional rent (percent rent based on sales, etc), record this amount in columns R (Other Rent) and S (Description of Other Rent).
  - . Identify Land Leases in a separate line on the tenant roll.

The following statement applies to bullet B.

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 designated industrial property, under section 492(1) about an assessment if the person has failed to provide any information requested under subsection (1) within 60 days from the date of the request.***

This information is requested by  
APRIL 17, 2020.  
Deadline has been **extended**  
to ***July 1, 2020.***



Cate Watt, AMAA  
Branch Manager and City Assessor  
Assessment and Taxation Branch

# Owner Contact and Certification

# RFI-P1

Account #: \_\_\_\_\_ Parking Lot/ Parkade Municipal Address : \_\_\_\_\_

Legal Description/ Lot Number : \_\_\_\_\_

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 Lot / Parkade Details

# RFI-P2

Annual Lease Payment to Landlord (if entire parkade is leased): \_\_\_\_\_

Term of Lease From : \_\_\_\_\_ Term of Lease To: \_\_\_\_\_

Lot Size (Surface Parking Only) : \_\_\_\_\_

## Parking Financial Details - Energized

Parking Details	\$ per Stall (excluding G.S.T)			
	# of Stalls	Hourly	Daily	Current Monthly
Underground *				
Above Ground *				
Roof Top *				
Total Parkade Parking				
Vacancy %				

## Parking Financial Details - Non-Energized

Parking Details	\$ per Stall (excluding G.S.T)			
	# of Stalls	Hourly	Daily	Current Monthly
Underground *				
Above Ground *				
Roof Top *				
Total Parkade Parking				
Vacancy %				

\* See Guide to Completion of Parking Financial Details for definitions

You can submit documents via mail to P.O. Box 1935, Station Main, Edmonton, AB T5J 2P3, fax to (780) 496-1986, or e-mail (.pdf, .xls) to [assessment@edmonton.ca](mailto:assessment@edmonton.ca)

# Parking Revenue and Expense Information RFI-P3

Account #: \_\_\_\_\_ Parking Lot/ Parkade Municipal Address : \_\_\_\_\_

Legal Description/ Lot Number : \_\_\_\_\_

	For Year Ending		
	2020	2019 - provide if not previously provided	2018 - provide if not previously provided
<b>Parkade Revenue</b>			
Parking Revenue			
Retail Revenue			
Miscellaneous Revenue			
<b>Total Revenue</b>			
<b>Parkade Expenses</b>	<b>2020</b>	<b>2019 - provide if not previously provided</b>	<b>2018 - provide if not previously provided</b>
Property Tax			
Insurance			
Management Fee (3rd Party Manager)			
Administration Costs			
Marketing Expenses			
General Operating Services (snow removal, garbage removal, cleaning, etc.)			
Utilities			
Repairs & Maintenance			
Other Expenses (Please Specify)			
<b>Total Expenses</b>			

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. Please contact Support and Information Management Services at 780- 442-1495 or email [assessment@edmonton.ca](mailto:assessment@edmonton.ca) if you have any questions about the data collected.



## 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	Space Type	Office, Retail, WHSE, Storage
E	Floor	Physical location of the tenant's space within the building. (B = Basement, M = Main, MZ = Mezzanine, 2= 2nd floor etc)
F	Gross Leased Area	The total floor area designed for the occupancy and exclusive use of the tenants, including any basements and mezzanines.
G	Tenant Space Finished	<b>Improved</b> space includes interior finishing items (ceiling finish, drywall, floor covering). <b>Raw</b> space has no interior finishing.
H	Lease Negotiated Date	The date the lease was signed and agreed upon.
I	Lease Start Date	Date the lease agreement takes effect or the vacancy occurred. (MMM/YYYY) Mark Month to Month (M to M) if no lease exists.
J	Lease Renewal Date	Date of most recent lease renewal. (MMM/YYYY) Mark Month to Month (M to M) if no lease exists.
K	Expiry Date	Date that the lease agreement expires (MMM/YYYY).
L	New or Renewal or Step Up ( N/R/S)	<b>New</b> is a new lease agreement of a tenant occupying a space that was vacant or occupied by a previous tenant, may include tenant expansion. <b>Renewal</b> is when a lease expires and the existing tenant signs a new lease term. <b>Step-Up</b> is a scheduled change to the rental rate within the term of the existing lease.
M	Net Rent	Rent that is stated in the lease agreement excluding operating or additional costs (\$/Month), Do NOT include GST.
N	Rent Escalation Month	Date when rent escalation (step up) commences.
O	Escalated Rent	Amount of the increase in rent (step up).
P	Operating Costs	Typical building expenses that are charged back to the tenant (such as utilities, property taxes, etc). Do NOT Include GST.
Q	Gross Rent	Rent that is stated in the lease agreement including operating or additional costs (\$/Month).
R	Other Rent	Any additional rent charged for percent rent, signage, etc (\$/Month).
S	Description Of Other Rent	Description of what other rent is. I.E. - Signage
T	Tenant Inducement Type	Description of what the tenant inducement is. I.E. Free Rent, Cash Payment etc.
U	Inducement Amount	The total dollar amount of any inducements paid to the tenant for this space.
V	Tenant Improvements	A negotiated sum a tenant is willing to spend to customize space for their needs (Only include items within the lease term, Don't include chattels).
W	Landlord Improvements	A negotiated sum a landlord is willing to spend to customize space for the needs of a particular tenant, within the lease term.

## Guide To Completion Of Parking Financial Details

Underground	Parking located below ground level
Above Ground	Parking located on ground level and higher in a parking structure that has protection from outside elements
Roof Top	Parking located on top of a parking structure that has no protection from the outside elements