

Request for Information (RFI)

Multi-Residential, Office & Retail Valuation Groups

Please complete the following:

RFI-1 (Owner Contact and Certification)

RFI-2 (Building Area Form)

RFI-P (Commercial Parking Details)

RFI-MP (Multi-Residential Parking Details)

RFI-C (Commercial Tenant Roll)

Most recent date available, June 2022 if possible.

RFI-I (Income Addendum)

Details of any tenant abatements, deferrals and collection loss

RFI-M (Multi-Residential Tenant Roll)

Please identify any rental subsidies per unit, caretaker unit and all vacant units. Information can be provided either on our secure website, by filling out a form or in your own format: as of March, 2022.

RFI-MF (Multi-Residential Annual Financial Statement)

Most current available relating to the entire operations of the real property.

A. RFI-C (Commercial Tenant Roll) and RFI-I (Income Addendum) which includes the most current summary of the tenancy and vacancy of each building located on site. Information can be provided either on our secure website, by filling out a form or in your own format.:

- Secure Website: assessmentrfi.edmonton.ca
Visit the assessmentrfi.edmonton.ca and login using the password in the letter sent by Assessment & Taxation
- Forms: edmonton.ca/assessment, scroll down to the forms section and click on Request for Information.
Either:
 - Choose the Request for Information forms for Office, Shopping Centre, Retail, or;
 - Choose the Tenant Roll Upload Template: Commercial, or;
 - Choose the Income Addendum Template, or;
- Submit in your own format to assessment@edmonton.ca

If submitting the Commercial Tenant roll in your own format, ensure it includes the following: Business Address, Business Name, Occupancy Type, Space Type, Tenant Space Finished, Floor, Gross Leased Area, Lease Negotiated/Start/Renewal/Expiry Dates, Net Rent, Rent Change Month/Rent, Operating Costs, Gross Rent, Other Rent/Description, Tenant Inducement Type/Amount, Tenant/Landlord Improvements. 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. **Excel format is preferred whenever possible.**

If submitting Annual Financial Statements in your own format, please ensure it includes the following: 12 month fiscal period ending, Account #, Building Address, Actual Reported Annual Income, Operating Cost Recovery, Actual Reported Expenses, Maintenance & Repairs, Administrative and Non-Recoverable Expenses. Most current available (for fiscal year ending May 31, 2022 if available) relating to the entire operations of the real property.

B. RFI-M (Multi-Residential Tenant Roll) as of March, 2022. Please identify any rental subsidies per unit, caretaker unit and all vacant units. Information can be provided either on our secure website, by filling out a form or in your own format:

- Secure Website: assessmentrfi.edmonton.ca
Visit the assessmentrfi.edmonton.ca and login using the password in the letter sent by Assessment & Taxation
- Forms: edmonton.ca/assessment, scroll down to the forms section and click on Request for Information.
Either:
 - Choose the Request for Information forms for Multi-Residential with Office or Retail, or;
 - Choose the Tenant Roll Upload Template: Multi-Residential, or;
- Submit in your own format to assessment@edmonton.ca

If submitting the Multi-Residential Tenant roll in your own format, ensure it includes the following: Unit/Building address, Property Address, Occupancy Type, Suite Type, Floor, Unit Size, Actual Rent, Market Rent, Furnished (Y/N), Low Income Affordable Housing (Y/N), Tenant Inducement Type, Tenant Inducement Duration (# of months), Tenant Inducement Amount (monthly), In-Suite Laundry, Assistance Provided as a Result of COVID-19 (monthly amount), Duration of Assistance Provided as a Result of Covid-19 (# of months).

If submitting Annual Financial Statements in your own format, ensure it includes the following: Potential Gross Income, Vacancy & Collection Losses, Fixed & Variable Operating Expenses, Utilities, Supplies, Repair & Maintenance, Replacements, Ground & Parking Area Maintenance, Miscellaneous and Capital Expenditures/Major Maintenance & Repair. Most current available (for fiscal year ending May 31, 2022 if available) relating to the entire operations of the real property.

*Vacancy Losses are an allowance for vacant space

** Collection Losses are unpaid rents that the landlord is unlikely to recover

Pursuant to section 295 of the Municipal Government Act, R.S.A. 2000, c. M-26, the Assessment and Taxation Branch requires the requested information as it is necessary to prepare the assessment of this and other similar properties and to ensure that this property is not over assessed in relation to other similar properties.

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 due on or before June 9, 2022.

Owner Contact and Certification

RFI-1

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

Signature _____ Date: _____

Building Area Form

RFI-2

The City of Edmonton is requesting a breakdown of Gross and Usable area within this building. If there were any renovations, changes in size, modifications, or upgrades to the property between January 1 and **December 31, 2021** please complete the following table. If there has been **NO** change to the properties, please simply advise us that there have been no changes.
 Gross Building Area: Outside measurements of building. Gross Leasable Area: The total floor area designed for the occupancy and exclusive use of the tenants, including any basements and mezzanines.

No Change

Building Size (in square feet):	Gross Building Area	Gross Leasable Area	Building Size (in square feet):	Gross Building Area	Gross Leasable Area	Building Size (in square feet):	Gross Building Area	Gross Leasable Area
Basement			3 rd Floor			7 th Floor		
Main Floor			4 th Floor			8 th Floor		
Mezzanine			5 th Floor			9 th Floor		
2 nd Floor			6 th Floor			10 th Floor		

Commercial Parking Details

RFI-P

Commercial Parking Details	Total Number of Stalls	% Used for Hourly Parking	Monthly Rate	Hourly / Daily Rate	Number of Stalls Included in Lease	\$ per Stall Included in Leases	Number of Tandem Stalls *	\$ per Tandem Stall
Surface								
Covered								
Parkade Above Ground Heated								
Parkade Above Ground Non-Heated								
Underground								

Multi-Residential Parking Details

RFI-MP

Multi-Residential Parking Details	Number of Residential/ Tenant Stalls	Monthly \$ per stall	Number of Public Stalls	Monthly \$ per stall	Number of Tandem Stalls *	Monthly \$ per stall	Included in Rent (Y/N)
Uncovered							
Covered							
Heated/Underground							

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

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

Guide To Completion Of Multi-Residential Tenant Roll

The following overview of the fields located on the "Multi-Residential Tenant Roll" 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	Unit Number	Unit number identifies the suite or unit of the business or living unit.
B	Property Address	The address where this space is located.
C	Occupancy Type	Owner, Tenant, Vacant, Caretaker
D	Suite Type	Type of suite being occupied (e.g. bachelor, 1bedroom, 1bedroom + den, 2bedroom, 2bedroom + den, 3bedroom, 4bedroom, Penthouse)
E	Floor	Physical location of the tenant's space within the building (B = Basement, M = Main, MZ = Mezzanine, 2 = 2 nd Floor, etc.)
F	Unit Size	The total area leased to the tenant.
G	Rent	Actual Rent is rent that is stated in the lease agreement. Market Rent is the opinion of rent that could be achieved at current market rates.
H	Check Box If Applicable For Each Unit	Check box if applicable for each unit that is furnished, or has Government subsidized rent, or if it has a deck or a balcony.
I	Tenant Inducement	Tenant inducements are incentives, such as free or discounted rent, cable, internet, or utilities that are provided by landlords either to attract new tenants or retain existing tenants. Amount (\$ per month) and Duration (# of months)
J	Assistance Provided as a Result of Covid	Type (i.e., Rent Reduction, Rent Deferral, Government Funds/Grants, etc.), Amount (\$ per month) and Duration (# of months)

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 Collection Loss

Apartment Vacancy in Dollars _____
of units vacant in reporting
period _____
Apartment Collection Loss _____
Apartment Incentives _____
Attach additional documents if necessary
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 *

Description _____

* 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: _____

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, Commercial Retail unit, convenience store, bank, restaurant, fast food, auto service, drug store, grocery store, anchor, storage, warehouse, theatre
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	Improved space includes interior finishing items (ceiling finish, drywall, floor covering). Raw 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/Step Down (N/R/S)	New is a new lease agreement of a tenant occupying a space that was vacant or occupied by a previous tenant, may include tenant expansion. Renewal is when a lease expires and the existing tenant signs a new lease term. Step-Up/Step Down 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 Change Month	Date when rent change (step up/step down) commences.
O	Rent Change	Amount of the change in rent (step up/step down).
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 RFI-I (Income Addendum)

The following overview of the fields located on the "Income Addendum" RFI-I form is intended to assist you in the completion of the form.

This includes detailed information on tenant abatements, deferrals, and collection loss.

UNIT NUMBER	Unit number identifies the suite or unit of the business.
BUSINESS ADDRESS	Street address identifies the premises address of the business or building.
BUSINESS NAME/ LEGAL ENTITY	Business Name and the Legal Entity leasing / occupying the space
BASE RENT	
Year	July 1, 2021 to June 1, 2022
Due/Amount per lease agreement (\$)	Rent that is currently being paid as stated in the lease agreement, excluding operating or additional costs (\$/Month). Do NOT include GST
Collected from Tenant (\$)	Monies received directly from Tenant
ABATEMENT* (\$)	*Abatement: Reduction in the rental amount that is not to be paid back.
DEFERRAL** (\$)	**Deferral: Unpaid contractual rent that is agreed to be paid at a future date.
OPERATING COSTS	
Due/Amount per lease agreement (\$)	Rent that is currently being paid as stated in the lease agreement, excluding operating or additional costs (\$/Month). Do NOT include GST.
Collected from Tenant (\$)	Monies received directly from Tenant
ABATEMENT* (\$)	*Abatement: Reduction in the rental amount that is not to be paid back.
DEFERRAL** (\$)	**Deferral: Unpaid contractual rent that is agreed to be paid at a future date.



RFI-I Income Addendum

Request for Information for Office, Shopping Centres, Retail, Parkade and Industrial Valuation Groups Assessment and Taxation

P.O. Box 1935, Station Main
Edmonton, AB T5J 2P3

Phone: 780-442-1495
Fax: 780-196-1986
email: assessment@edmonton.ca
edmonton.ca/assessment

1. Between July 1, 2021 and June 1, 2022, have any tenants abandoned or breached leases in the subject property? (Y/N) If yes, please provide details and copies of any letters or documents.
2. Between July 1, 2021 and June 1, 2022, have any leases been amended? (Y/N) If yes, please provide details including copies of any lease amending agreements.

Account: _____

Property Address: _____

ONLY PROVIDE DETAILS ON SPACES AFFECTED BY ABATEMENT AND/OR DEFERRAL.

			BASE RENT			UNCOLLECTED BASE RENT		OPERATING COSTS			UNCOLLECTED OPERATING COSTS	
Unit Number	Business Address	Business Name(s) & Legal Entity	Month	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)	Month	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)
			Jul-21					Jul-21				
			Aug-21					Aug-21				
			Sep-21					Sep-21				
			Oct-21					Oct-21				
			Nov-21					Nov-21				
			Dec-21					Dec-21				
			Jan-22					Jan-22				
			Feb-22					Feb-22				
			Mar-22					Mar-22				
			Apr-22					Apr-22				
			May-22					May-22				
			Jun-22					Jun-22				

*Abatement: Reduction in the rental amount that is not to be paid back

**Deferral: Unpaid contractual rent that is agreed to be paid at a future date.

			BASE RENT			UNCOLLECTED BASE RENT		OPERATING COSTS			UNCOLLECTED OPERATING COSTS	
Unit Number	Business Address	Business Name(s) & Legal Entity	Month	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)	Month	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)
			Jul-21					Jul-21				
			Aug-21					Aug-21				
			Sep-21					Sep-21				
			Oct-21					Oct-21				
			Nov-21					Nov-21				
			Dec-21					Dec-21				
			Jan-22					Jan-22				
			Feb-22					Feb-22				
			Mar-22					Mar-22				
			Apr-22					Apr-22				
			May-22					May-22				
			Jun-22					Jun-22				

			BASE RENT			UNCOLLECTED BASE RENT		OPERATING COSTS			UNCOLLECTED OPERATING COSTS	
Unit Number	Business Address	Business Name(s) & Legal Entity	Month	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)	Month	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)
			Jul-21					Jul-21				
			Aug-21					Aug-21				
			Sep-21					Sep-21				
			Oct-21					Oct-21				
			Nov-21					Nov-21				
			Dec-21					Dec-21				
			Jan-22					Jan-22				
			Feb-22					Feb-22				
			Mar-22					Mar-22				
			Apr-22					Apr-22				
			May-22					May-22				
			Jun-22					Jun-22				