

Request for Information (RFI) Multi-Residential Valuation Groups

Please complete the following:

- RFI-1 (Owner Contact and Certification)**
- RFI-2 (Gross Building Area Form)**
- RFI-MP (Multi-Residential Parking Details)**
- 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 April, 2023.

- RFI-MF (Multi-Residential Annual Financial Statement)**
Most current available relating to the entire operations of the real property.

A. RFI-M (Multi-Residential Tenant Roll) as of April, 2023. 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
- 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, Vacancy Duration, Suite Type, Floor, Unit Size, Actual Rent, Market Rent, Furnished (Y/N), Low Income Affordable Housing (Y/N), Parking Included in Rent, Tenant Inducement Type, Tenant Inducement Amount.
Excel format is preferred whenever possible.

If submitting Annual Financial Statements in your own format, ensure it includes the following: Potential Gross Income, Vacancy & Collection Losses**, Incentives, Fixed & Variable Operating Expenses, Utilities, Supplies, Repair & Maintenance, Replacements, Miscellaneous and Capital Expenditures/Major Maintenance & Repair. Most current 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 **May 11, 2023.**

Owner Contact and Certification

RFI-1

Account: _____

Premise Address: _____

Section A: Contact Information

Name: _____ Position: _____

Company Name: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Section B: Additional Information

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 _____

Additional details or
comments:

Section C: Certification

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

Signature _____

Date: _____

Gross Building Area Form

RFI-2

Gross Leasable Area: The total floor area designed for the occupancy and exclusive use of the tenants, including any basements and mezzanines.**In Unit Laundry:** refers to having a washer and dryer installed in the rental unit.**Affordable Housing:** rental housing that requires a government grant to be built or operate. Rental units for low income affordable housing have rents or payments below typical market rent.

Gross Leasable Area: _____

In-suite laundry: Yes No

Total number of units: _____

Number of units with balconies: _____

Number of units with air conditioning: _____

Number of units subsidized by affordable housing: _____

Multi-Residential Parking Details

RFI-MP

Multi-Residential Parking Details	Number of Residential/ Tenant Stalls	Monthly \$ Per stall	Included in Rent (Y/N)
Uncovered/Surface			
Covered			
Garage/Underground			

Return completed forms by:**Email:** assessment@edmonton.ca • **Mail:** P.O. Box 1935, Station Main, Edmonton, AB T5J 2P3 • **Fax:** (780) 496-1986

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
	Vacancy Duration	The number of months the unit has been vacant.
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. (BSMT = Basement, MAIN, FLR02 = 2nd Floor, FLR03 = 3rd Floor, etc.)
F	Unit Size	The total gross 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, Subsidized Rents/ Low Income Affordable Housing*, or has parking included in the rent. * Subsidized Rents/Low income Affordable Housing: Rental units that receive subsidy and/or are a part of a low income affordable housing program that require the units to collect a rent that is lower than the typical rent found in the market.
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 (\$/month) and Duration (# of months)



Multi-Residential Tenant Roll RFI-M for the month of April 2023

Whenever possible, please provide the rent roll in Excel format (.xls) by email to assessment@edmonton.ca and include all relevant information. You may also provide information in your own format.

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

Total Number of Units _____

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

A	B	C		D	E	F	G		H			I		
		Occupancy Type (Owner, Tenant, Vacant, Caretaker)	Vacancy Duration (# of months.)				Suite Type (Bach, 1 Bdrm, 1Bd+Den, etc)	Floor (Bsmt, Main, 2nd, etc)	Unit Size (Sq ft)	Rent (\$/month before Inducements)		Furnished	Low Income Affordable Housing	Parking Included in Rent
Actual	Market			Type (Free Rent, Free Cable, etc.)	Amount (\$/Month)	Duration (# of months)								
101	EXAMPLE: 12345 Anywhere Street	Tenant		Bach	Main	740						Free Cable	40	

Initial _____ Date: _____

Multi-Residential Annual Financial Statement

RFI-MF

12 Month Fiscal Period Ending _____

Account: _____

Building Address: _____

Potential Gross Income

Potential Gross Rent
100% Occupancy (Unfurnished) _____

Potential Gross Rent
100% Occupancy (Furnished) _____

Miscellaneous Income

Parking Revenue _____

Laundry Rental _____

Other (pet fees, storage fees,
late fees, etc.): _____

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

Operating Expenses Fixed

Property Taxes _____

Insurance _____

Business License _____

Other _____

Specify Other _____

Operating Expenses Variable

Management

Professional Fees _____

Administrative _____

Telephone / 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 _____

Lawn Maintenance & Snow
Removal _____

Other _____

Specify Other _____

Replacements

***Do Not** include Capital Expenditures

Appliances _____

Laundry Equip. _____

Flooring _____

Interior Painting _____

Other _____

Specify Other _____

Miscellaneous

Other _____

Specify Other _____

Advertising _____

Capital Expenditures / Major Maintenance / Repair *

Description

Roof

Bathroom

Exterior Finish

Flooring

(windows, doors,
exterior siding/walls)

Interior Walls/
 Doors/Ceiling/
Flooring

Mechanical
(electrical, plumbing
and HVAC)

Common Area
 (Walls/Doors/
Ceiling/Flooring)

Kitchen

* 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.

Initial: _____ Date: _____