

# Leasing Application Form

Edmonton

Please complete the following form if you are interested in leasing property from the City of Edmonton. The information you provide is not an offer or a contract and does not constitute an interest in land. The purpose of this form is to provide information to the City regarding your desire to lease properties, prior to negotiation of a formal lease agreement. The completion and submission of this form in no way obligates you to lease the property in question and is not in any way binding upon the City. It is for information purposes only.

Once we receive your submission, we will contact you to confirm whether or not the City is interested in negotiating a formal lease agreement with you. The City reserves the right to negotiate only with those parties that the City so determines in its sole discretion.

## What property would you like to lease?

---

Property's Legal Description (Plan, Block, Lot): \_\_\_\_\_

Property's Address: \_\_\_\_\_

Possession Date Desired: \_\_\_\_\_

Term Desired: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

## Tenant Information

---

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ City, Province: \_\_\_\_\_

Email Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## Corporation Information

---

Registered Corporate Name: \_\_\_\_\_

Corporation Mailing Address: \_\_\_\_\_

Date Established: \_\_\_\_\_

# Leasing Application Form

Edmonton

## Corporation Information Continued

---

Current Leased Property Address: \_\_\_\_\_ Current Rent \$/Month: \_\_\_\_\_

Current Leased SF: \_\_\_\_\_ Current Op Costs \$/Month: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Use of Property Purpose: \_\_\_\_\_

## Current Landlord Information

---

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Lease Start Date: \_\_\_\_\_

## Credit and Professional References

---

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

# Leasing Application Form

Edmonton

## Is there any additional information you wish to add?

---

If you have any question, comments or additional information, please include them below (i.e. specialized HVAC, accesibility, etc.):

Date: \_\_\_\_\_  
(YYYY/MM/DD)

Signed: \_\_\_\_\_

## Submission

---

Please ensure the information provided in this form is accurate and complete. To submit your application:

Email the completed form and supporting documents to [leasing@edmonton.ca](mailto:leasing@edmonton.ca)

OR

Mail the completed form and supporting documents to:

**Att: Supervisor, Property Transactions, Leasing**

**10th Floor Edmonton Tower**

**10111 – 104 Avenue NW, Edmonton, AB T5J 0J4**