

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: _____

Personal information is collected for the purpose of the City of Edmonton's property leasing discussions and agreements. Collection is authorized under section 4(c) of the Protection of Privacy Act (POPA) and is managed and protected in accordance with the Act. The City intends to input the information into an automated system to generate content or make decisions, recommendations or predictions in accordance with the City of Edmonton Generative AI Standard (see Council Policies, Standards section). For questions about the collection, please email us at leasing@edmonton.ca

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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: _____

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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, accessibility, 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**

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**