Red Deer

2024 LODGING PROPERTY REQUEST FOR INFORMATION

Assessment Services

July 05, 2024 Due Date: September 04, 2024

Roll Number:	
Description:	
Civic Address:	
Legal Description:	

PLEASE PROVIDE A COPY OF YOUR JULY 2024 STAR REPORT (FROM STR) WITH THIS DOCUMENT

FACILITIES FLOOR AREA (SQ. FT.)							
Public:							
Restaurant							
Dining Room							
Banquet							
Conference							
Lounge							
Tavern							
Retail Liquor/Beer Outlet							
Other (Please specify):							

ROOM COUNT							
Room Type	# of Units	Average Daily Rate					
Single							
Double							
Suites							
Total							

OCCUPANCY			
	July 1, 2021 to June 30, 2022	July 1, 2022 to June 30, 2023	July 1, 2023 to June 30, 2024
Average Occupancy for Year*	%	%	%

^{*} Occupancy – Ratio of Total Occupied Rooms to Total Available Rooms

CAPITAL EXPENDITUR	ES		
	July 1, 2021 to June 30, 2022	July I, 2022 to June 30, 2023	July 1, 2023 to June 30, 2024
Realty	\$	\$	\$
Furniture, Fixtures & Equipment (FF&E)			

QUALITY RATING GUIDE						
Interior Finish	Excellent	0	Good	0	Standard	
Time since last FF&E Upgrade	0 – 5 Years	0	5-10 Years	0	10 years+	
Time since last Building	0 - 5 Years	0	5 - 10 Years		10 Years+	0
Renovation						

FRANCHISE INFORMATION				
Hotel Chain Name:				
Royalty Fee*	%			
Marketing Fee*	%			
Reservation Fee*	%			

^{*}Percentage of Gross Room Revenue



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FINANCIAL INFORMATION	N FOR ROLL NO.		
	July 1, 2021 to June 30, 2022	July 1, 2022 to June 30, 2023	July 1, 2023 to June 30, 2024
REVENUE			
Rooms			
Food and Beverage			
Telephone			
Other (Please Specify)			
DEPARTMENT EXPENSES		1	
Rooms			
Food and Beverage			
Telephone			
UNDISTRIBUTED OPERAT	ING EXPENSES		T
Administration and General			
Management			
Advertising and Promotion			
Utilities			
Repairs			
Franchise Fee			
Other (Please Specify)			
FIXED EXPENSES			
Insurance			
Property Taxes			
Reserves for Replacement			
APPRAISAL AND SALE INF	ORMATION		
Have you had an appraisal on this	property since July 1, 2023	? 🗆	Yes □ No
If yes, please include a copy of thi			
	or operation indicate the appro-	aised value, date of the apprai	sai, and its parpose.
Appraised Value:			
Purpose:			
Is your property currently listed f	for sale, or been listed since J	uly 1, 2023?	Yes □ No
If yes, what was the list price?		-	
/ es, what was the list price			
ACKNOWLEDGEMENT AN	D CERTIFICATION		
By signing, I acknowledge and	l certify that:		
I. The information provide	d is true and correct to the b	est of my knowledge.	
Signature:			· · · · · · · · · · · · · · · · · · ·
Printed Name of Signatory P	erson:		
Date:	Cont	act Phone Number	
		act i none i tumber.	

The information collected is done so under the authority of *Municipal Government Act (MGA)* section 295(1) and used by the municipality to carry out the duties and responsibilities of an assessor under Parts 9 to 12 and the regulations. The information is protected under the *Freedom of Information and Protection of Privacy (FOIP) Act* and *Municipal Government Act* sections 299 to 301.1. If you have questions about the collection, use or protection of this information, please contact Assessment Services at **Phone:** 403.342.8235, **Email:** assessment@reddeer.ca **Address:** 4914 – 48 Ave, PO Box 5008, City Hall , Red Deer AB T4N 3T4

2024 NON-RESIDENTIAL PROPERTY REQUEST FOR INFORMATION



Assessment Services

FORM VERSION – NR200

Definitions on Reverse Side

REQUEST DATE:	July 05, 2024	DUE DATE:	September 04, 2024
PROPERTY ROLL NO.:		PROPERTY OWNER:	
LEGAL DESCRIPTION:		ASSESSMENT CODE:	
MUNICIPAL ADDRESS:			

							IFORMATION							
	F	As an alternative to the table below you	may enclos	e the rent roll an	d/or suppleme	ntary informati	on. Digital or	printed copies a	re acceptable.	ubmissions mu	st address a	II data-sets	detailed below.	
Α	В	С	D	E	F	G	Н	I	J	K	L	M	N	0
UNIT NUMBER	FLOOR Main, Bsmt, Mez, 2nd, etc.	OCCUPANT NAME(s) Please account for all areas of the improvement(s) including vacant areas, tenant areas, as well as owner occupied areas	OCCUPANCY T=Tenant, O=Owner, V=Vacant, R=Related to Owner	LEASED AREA Square Feet	COMMENCEMENT DATE Original date that the Tenant started occupying this area	LEASE RENEWAL DATE Most recent lease renewal	LEASE EXPIRY DATE Contract expiry date of lease. If monthly, state "Monthly"	LEASE TYPE Net-Base rent plus tenant pays expenses Gross-Base rent only with landlord paying all expenses Semi-Gross- Base rent plus tenant pays partial expenses	BASE RENT PAYABLE PER MONTH (Contract base rent per month excluding GST)	ANNUAL BASE RENT PER SQ.FT. (per year excluding GST)	PARKING INCOME (per month excluding GST)	SIGNAGE INCOME (per month excluding GST)	OP.COST RECOVERY PER SQ.FT. (operating costs charged to the tenant per sq.ft. excluding GST)	RENT STEP-UPS Is the lease subject to any rent step-ups - Yes/No? If "Yes", provide details on the back of this page.
100	М	Example (Tenant A)	Т	1,000	MM/DD/YY	MM/DD/YY	MM/DD/YY	Net	\$1,250	\$15.00	n/a	n/a	\$4.50	No
		TOTAL BUILDING SIZE (Area	of all units):								If addition	al rows are	required you may	duplicate this page

CERTIFICATION (please complete all categories below, as additional communications may be required): I hereby certify that all information contained in this statement is true and correct.

(including all leased, vacant and owner occupied areas)

See reverse for additional details. Please duplicate form if additional rows are required. Form Version NR200 is available online at www.reddeer.ca/nonresRFI in PDF format (instructions on cover letter)

Name of Contact Person (Please print)
Position
Signature
Contact Phone Number
E-mail Address
Date

DEFINITIONS AND COMPLETION GUIDE - RENTAL INFORMATION						
Column	Category	Comments				
Α	Unit Number	Unit/bay number of descriptor (i.e # 101, Bay C, Rear Bldg., etc.)				
В	Floor	Location of tenant's space within the building (i.e., BSMT, Main, Mezz, 2nd floor, 3rd floor, etc.)				
С	Occupant Name	Name of company, business or person occupying space. If vacant, please indicate as "vacant".				
D	Occupant Type	T- Tenant Occupied, O - Owner Occupied, V - Vacant, R - Tenant related to landlord, "R - Tenant related to landlord" refers to a tenant that pays rent, but is related to the owner.				
E	Lease Area	Size of the area being leased. All areas are to be accounted for regardless of occupancy. The total sum of the area should result in an accurate size indication of the building(s).				
F	Commencement Date	The original occupancy or move-in date of the occupant.				
G	Lease Renewal Date	The date of the most recent lease renewal. Typically a renewal occurs prior to the expiration of a previous lease contract.				
Н	Lease Expiry Date	The contractual date upon which the existing lease ends. If a lease is month-to-month, this portion should state "monthly".				
1	Lease Type (Net, Gross, Semi-Gross)	Net : refers to a rental agreement in which the tenant pays a fixed rent (base rent) plus the operational costs of the property, such as additional rent or operating costs. The net rent (or base rent) is the amount paid for the real estate only and is "net" to the landlord, as all operating costs are either paid separately by the tenant, or indirectly as a reimbursement to the landlord. Gross : refers to a rental agreement where 100% of the operating costs are paid by the landlord. The tenant pays a flat rent with no contribution to operating costs. Semi-Gross : refers to a rental agreement where the operating costs are shared by both the tenant and landlord. For example, the tenant may pay a base rent plus utilities only, while the landlord is responsible for property taxes and insurance and does not charge these expenses back to the tenant.				
J	Base Rent Per Month	Refers to the base rent paid per month not including any operating cost recovery. Review Lease Type definition above.				
K	Annual Rate Per Sq.Ft.	Total annual base rent divided by the leased area.				
L	Parking Income	Any additional rent received for parking.				
М	Signage Income	Any additional rent received for signage rental.				
N	Op. Cost Recovery	Operating cost recoveries are property related expenses that can be billed to tenants as additional rent under the existing lease agreement. Operating expenses typically include utilities, property tax, property insurance, maintenance, etc.				
0	Rent Step Ups	Rent step ups refer to scheduled changes in rent occuring within the contratual term and were agreed to upon initial signing of lease. If step ups exist, the scheduled changes must be reported within the Additional Details or Comments section (below).				

ie. Rent step ups, rent dates/details, description of operating cost expenses, free rent, abatements, tenant improvement allowance, changes to the property, listing or sale information, additional information, etc.: (Please provide additional documentation if necessary (further comments, property changes, rent roll, lease contract, appraisal, etc.)

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