



**2022 LODGING PROPERTY REQUEST FOR INFORMATION**  
Assessment Services

July 15, 2022

**Due Date: September 13, 2022**

Owner Name:

<b>ROLL NO.</b>	
<b>Description:</b>	
<b>Civic Address:</b>	
<b>Legal Description:</b>	

**PLEASE PROVIDE A COPY OF YOUR JULY 2022 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):		
Other (Please specify):		

ROOM COUNT		
Room Type	# of Units	Average Daily Rate
Single		
Double		
Suites		
<b>Total</b>		

OCCUPANCY			
	July 1, 2019 to June 30, 2020	July 1, 2020 to June 30, 2021	July 1, 2021 to June 30, 2022
Average Occupancy for Year*	%	%	%

\* Occupancy – Ratio of Total Occupied Rooms to Total Available Rooms

CAPITAL EXPENDITURES			
	July 1, 2019 to June 30, 2020	July 1, 2020 to June 30, 2021	July 1, 2021 to June 30, 2022
Realty	\$	\$	\$
Furniture, Fixtures & Equipment (FF&E)			

QUALITY RATING GUIDE						
Interior Finish	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Standard	<input type="checkbox"/>
Time since last FF&E Upgrade	0 – 5 Years	<input type="checkbox"/>	5-10 Years	<input type="checkbox"/>	10 years+	<input type="checkbox"/>
Time since last Building Renovation	0 – 5 Years	<input type="checkbox"/>	5 - 10 Years	<input type="checkbox"/>	10 Years+	<input type="checkbox"/>

FRANCHISE INFORMATION		
<b>Hotel Chain Name:</b>		
Royalty Fee*		%
Marketing Fee*		%
Reservation Fee*		%

\*Percentage of Gross Room Revenue

<b>FINANCIAL INFORMATION FOR ROLL NO.</b>			
	<b>July 1, 2019 to June 30, 2020</b>	<b>July 1, 2020 to June 30, 2021</b>	<b>July 1, 2021 to June 30, 2022</b>
<b>REVENUE</b>			
Rooms			
Food and Beverage			
Telephone			
Other:			
Other:			
<b>DEPARTMENT EXPENSES</b>			
Rooms			
Food and Beverage			
Telephone			
Other:			
<b>UNDISTRIBUTED OPERATING EXPENSES</b>			
Administration and General			
Management			
Advertising and Promotion			
Utilities			
Repairs			
Franchise Fee			
Other:			
Other:			
<b>FIXED EXPENSES</b>			
Insurance			
Property Taxes			
Reserves for Replacement			

**APPRAISAL AND SALE INFORMATION**

Have you had an appraisal on this property since **July 1, 2021**?  Yes  No

If yes, please include a copy of this report or indicate the appraised value, date of the appraisal, and its purpose:

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

Appraised Value: \_\_\_\_\_

Purpose: \_\_\_\_\_

Is your property currently listed for sale, or been listed since **July 1, 2021**?  Yes  No

If yes, what was the list price? \_\_\_\_\_

**ACKNOWLEDGEMENT AND CERTIFICATION**

**By signing, I acknowledge and certify that:**

- I. The information provided is true and correct to the best of my knowledge.

**Signature:** \_\_\_\_\_

**Printed Name of Signatory Person:** \_\_\_\_\_

Date: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

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](mailto:assessment@reddeer.ca) **Address:** 4914 – 48 Ave, PO Box 5008, City Hall , Red Deer AB T4N 3T4

2022 NON-RESIDENTIAL PROPERTY REQUEST FOR INFORMATION

REQUEST DATE:	July 15, 2022	DUE DATE:	September 13, 2022
PROPERTY ROLL NO.:		PROPERTY OWNER:	
LEGAL DESCRIPTION:			
MUNICIPAL ADDRESS:		ASSESSMENT CODE:	

RENTAL INFORMATION															Expense Information – directly, or indirectly, who pays for the operating costs displayed below: Indicate “O” if paid by owner/landlord or “T” if paid by tenant/tenant related to owner. Any operating costs recovered from the tenant are to be considered paid by the tenant.						
Please feel free to enclose additional information or your rent roll. There is also a comments section on the reverse side of this form for additional details or comments.																					
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Property Taxes	Structural	Maintenance General	Maintenance/Repair	Utilities (power, gas, water, sewer)	Management	Other
UNIT NUMBER	FLOOR Main, Bsmnt, 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	OCCUPANT TYPE 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 if applicable	LEASE EXPIRY DATE Contract expiry date of lease if monthly, state “Monthly.”	LEASE TYPE <u>Net</u> —Base rent plus tenant pays all expenses either directly, or indirectly back to the landlord <u>Gross</u> —Base rent only with landlord paying all expenses <u>Semi-Gross</u> —Base rent with tenant and landlord share expenses	BASE RENT PAYABLE PER MONTH Contract rent prior to any operating costs (per month not incl. GST)	ANNUAL RENT PER SQ.FT. (per year not incl. GST)	PARKING INCOME (per month not incl. GST)	SIGNAGE INCOME (per month not incl. GST)	OP. COST RECOVERY Operating costs charged to the tenant per month (NNN Costs per month not incl. GST)	RENT ESCALATIONS Is the lease subject to any rent step-ups - Yes or No? If “Yes”, please provide details on the back of this page.							
100	M	Example (Tenant A)	T	1,000	MM/DD/YY	MM/DD/YY	MM/DD/YY	Net	\$1,250	\$15.00	n/a	n/a	\$650	No	T	O	T	T	T		
<b>TOTAL BUILDING SIZE (Area of all units)</b> (including all leased, vacant and owner occupied areas)																					

**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.

See reverse for additional details. Please duplicate form if additional rows are required. This form is available online at [www.reddeer.ca/RASforms](http://www.reddeer.ca/RASforms) in PDF format (instructions on cover letter)

Name of Contact Person (Please print)	Position	Signature	Contact Phone Number	E-mail Address	Date
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DEFINITIONS AND COMPLETION GUIDE - ANNUAL PROPERTY TENANT REPORT		
Column	Category	Comments
A	Unit Number	Unit/bay number of descriptor (i.e.. # 101, Bay C, Rear Bldg., etc.)
B	Floor	Location of tenant's space within the building (i.e.. BSMT, Main, Mezz, 2nd FL, 3rd FL, etc.)
C	Occupant Name	Name of company, business or person occupying space. If vacant, this portion can remain blank or indicated as "vacant".
D	Occupant Type	T- Tenant Occupied, O - Owner Occupied, R - Tenant related to landlord, V - Vacant. Option "R - Tenant related to landlord" refers to a tenant that pays rent, but is related to the owner; non-arms length tenant.
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.
H	Lease Expiry Date	The contractual date upon which the existing lease ends. If a lease is month-to-month, this portion should state "monthly".
I	Lease Type (Net, Gross, Semi-Gross)	<b>Net</b> : refers to a type of lease in which the tenant pays a fixed rent (base rent) plus the operational costs of the property, such as additional rent, operating costs or triple net (NNN) 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. <b>Gross</b> : refers to a flat rent which includes all operating costs to be incurred by the landlord. Thus, gross rent is NOT net to the landlord. Typically, gross lease rates are higher than net rates because operating costs are absorbed by the landlord. <b>Semi-Gross</b> : refers to rent plus shared operating costs. The tenant pays a fixed base rent, but shares expenses with the landlord. For example, the tenant may pay a base rent plus utilities, while the landlord pays for property taxes and insurance. In this type of lease the rent is not net to the landlord as some expenses are still incurred.
J	Base Rent Per Month	Refers to the <b>base rent</b> paid per month not including any operating cost recovery. Review Lease Type definition above.
K	Annual Rate Per Sq.Ft.	Total <b>annual base rent divided by the leased area</b> . Review Lease Type definition above.
L	Parking Income	Any additional rent received for parking.
M	Signage Income	Any additional rent received for signage rental.
N	Op. Cost Recovery	Operating cost recovery refers to operating costs charged to the tenant by the landlord. For example, in a net lease or semi-gross lease situation some operating costs may be charged and paid by the landlord, however such costs are charged back to the tenant over and above the base rent, thus "additional rent". These are also often referred to as operating costs or triple net (NNN) costs.
O	Rent Escalations	Does the existing lease agreement include any contractual changes to rent throughout the term? Yes or No? If ye, the scheduled rent changes must be reported on the reverse side of the Annual Property Tenant Report within the Additional Details or Comments section.

ADDITIONAL DETAILS OR COMMENTS	
(i.e. Escalating rent dates/details, description of operating cost expenses, rent abatement details, rent deferral details and current status, CECRA (or other assistance) impacts, 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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