

Please complete the following and identify any additional revenue sources associated with the multi-family (apartment) component of the property and the annual amount received between July 1, 2025 and June 30, 2026. Please report only the income and expenses related to the apartment component in the table below. If shared utilities or services exist, provide your best estimate of the residential portion.

ACTUAL INCOME & EXPENSES FROM JULY 1, 2025 TO JUNE 30, 2026			
MULTI-FAMILY COMPONENT ONLY			
Actual Income		Actual Operating Expenses (total expense to apartment component)	
Suite Rental Income (Actual)	\$	Property Taxes:	\$
Additional Income		Heating:	\$
Parking Income:	\$	Electricity:	\$
Laundry Income:	\$	Water/Garbage:	\$
Other (Describe): _____	\$	Property Insurance:	\$
Other (Describe): _____	\$	Maintenance and Repairs:	\$
Total Actual Rental Income:	\$	Total Actual Operating Expenses:	\$

ADDITIONAL MARKET INFORMATION	
Has there been an appraisal on this property within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please include a copy of the appraisal report or indicate the value, date, and the purpose of appraisal:	
Has the property been listed for sale within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate the listing date, asking price and listing representative (for sale by owner, name of brokerage, agent, etc.):	

CERTIFICATION (please complete all sections below, as additional communications may be required)			
Signatory (Name):		Position:	
E-mail Address:		Phone:	
Signature:		Date:	

The personal information collected by Assessment Services is used to carry out the duties and responsibilities of an Assessor under Parts 9 to 12 of the Municipal Government Act and the regulations. This collection is authorized under section 4(c) of the Protection of Privacy Act and sections 294–296 of the Municipal Government Act. For questions about the collection of personal information, please contact Assessment Services at 403-342-8235 or assessment@reddeer.ca. **Address:** 4914 - 48 Ave, PO Box 5008, City Hall, Red Deer, AB T4N 3T4.

DEFINITIONS AND COMPLETION GUIDE - RENTAL INFORMATION

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 floor, 3rd floor, etc.)
C	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.
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)	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.
M	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.
O	Rent Step Ups	Rent step ups refer to scheduled changes in rent occurring within the contractual 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).

ADDITIONAL DETAILS OR COMMENTS

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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