



Please complete the following. As an alternative to the "Actual Income & Expense" table below, owners/managers may submit complete annual financial statements for the property.

ACTUAL INCOME & EXPENSES FROM JULY 1, 2025 TO JUNE 30, 2026			
Actual Income		Actual Operating Expenses (total expense to property)	
Suite Rental Income (Actual)	\$	Property Taxes:	\$
Additional Income		Heating:	\$
Parking Income:	\$	Electricity:	\$
Laundry Income:	\$	Water/Garbage:	\$
Commercial or Office Space Rental Income:	\$	Property Insurance:	\$
Security Deposit Deductions:	\$	Maintenance and Repairs:	\$
Other (Describe):	\$	Management:	\$
<b>Total Actual Rental Income:</b>	\$	Caretaker Wages:	\$
<b>Actual Net Operating Income (NOI)</b>		Administration:	\$
<b>Net Operating Income</b> (actual income less expenses)	\$	Marketing/Advertisements:	\$
<b>Additional Information</b> (should be reflected in the "Actual Income" above)		Cablevision:	\$
Total Annual Rental Incentives:	\$	Other (Describe):	\$
Bad Debt-Collection Loss (this refers to rent that cannot be collected; or is non-recoverable. Bad debt is not to be mistaken for rent in arrears; rent still owing)	\$	Other (Describe):	\$
Annual Income Vacancy Shortfall (\$):	\$	Other (Describe):	\$
Annual Vacancy Percentage Experienced (%):	%	<b>Total Actual Operating Expenses:</b>	\$

Major Capital Expenditures			
Comments: Please identify any capital expenditures completed between July 1, 2025 to June 30, 2026. Capital expenditures (capex) are the major, long-term expenses. They are the moneys used to add to or improve a property beyond common repairs and maintenance. Examples of capex would include HVAC replacement, roof replacement, full window replacement, new siding, replacement of paving, etc. Capex are not considered to be day-to-day operating expenses.			
Capital Expenditure	Date Complete	Total Cost	Included in Above Expenses (Yes or No)
Example: Roof Replacement	15-MAR-25	\$45,000	No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Market Information	
Has there been an appraisal on this property in 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 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)			
<b>Signatory (Name):</b>		<b>Position:</b>	
<b>E-mail Address:</b>		<b>Phone:</b>	
<b>Signature:</b>		<b>Date:</b>	

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.