



**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)	<b>Net</b> : 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. <b>Gross</b> : 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. <b>Semi-Gross</b> : 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 <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> .
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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