

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	
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.)

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.

ANNUAL INCOME & EXPENSE STATEMENT

Request Date: April 24, 2026	Due Date: July 3, 2026
Property Roll No.:	Property Owner:
Legal Description:	
Municipal Address:	Assessment Code:

This information is required for both owner and tenant occupied properties. In the case of owner occupancy if no real estate income exists please indicate such and complete the Actual Expense and Additional Information portions of the form. In the case of related owner/tenant(s), if leases exist please provide the Income information. As an alternative to completing the form below owners/managers may submit complete annual financial statements for the property. Please see reverse page for definitions and completion guide regarding the table below.

Actuals from July 1, 2025 to June 30, 2026

Actual Income		Actual Operating Expenses (total expenses to the property)	
Base Rent Income (received):	\$	Property Taxes:	\$
Parking Income:	\$	Utilities:	\$
Land Lease Income:	\$	Maintenance and Repairs:	\$
Signage Income:	\$	Management:	\$
Percentage Rent Income:	\$	Property Insurance:	\$
Other (Describe):	\$	Administration:	\$
Other (Describe):	\$	Other (Describe):	\$
Total Rent Income:	\$	Total Operating Expenses:	\$
Operating Cost Recovery (additional rent paid by tenant)		Actual Net Operating Income (NOI)	
Property Tax Recovery:	\$	Net Operating Income <small>(actual total income less actual total expenses)</small>	\$
Utilities Cost Recovery:	\$	Additional Information (already reflected in the above NOI)	
Maintenance/Repair Cost Recovery:	\$	Annual Vacancy Shortfall % Experienced:	%
Management Cost Recovery:	\$	Average Op.Cost/Sq.Ft. Charged to Tenant:	\$ /Sq.Ft.
Insurance Cost Recovery:	\$	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; or rent still owing)	\$
Administration Cost Recovery:	\$	Additional Comments	
Other (Describe):	\$		
Total Gross Income <small>(total rent income + total op. cost recovery):</small>	\$		

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

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DEFINITIONS AND COMPLETION GUIDE - ANNUAL INCOME & EXPENSE STATEMENT	
Section on Form	Comments
Actual Income	This section is intended to identify actual rents receivable by the property from all sources with exception to operating cost recovery, which is to be addressed in the Operating Cost Recovery section. If there are additional incomes (excluding op. cost recovery) from sources not identified in the categories provided please use the "Other (Describe)" box and include description. If additional details or explanations are necessary, please include such with your submission.
Base Rent Income (received):	Actual base rent from building areas leased received in the time period identified.
Parking Income:	Actual rent for parking.
Land Lease Income:	Actual rent received for land and/or pad site leases.
Signage Income:	Actual signage rent received.
Percentage Rent:	Percentage (of sales) rent received.
Total Rent Income:	Actual total of receivable rental income to the property. This total does NOT include operating cost recoveries, which are to be detailed under the Operating Cost Recovery section. If there are additional incomes (excluding op. cost recovery) from sources not identified in the categories provided please use the "Other (Describe)" box and include description. Total of all incomes identified above should correlate with this figure. If additional details or explanations are necessary, include such with your submission.
Operating Cost Recovery (additional rent paid by tenant)	If detailed breakdowns for each line item are not available please identify, as a minimum, the property tax recovery amount and remaining lump sum recovery amount within "Other (describe)". If additional details or explanations are necessary, please include such with your submission.
Property Tax Recovery:	Total amount of property tax expense collected from tenants as additional rent.
Utilities Cost Recovery:	Total amount of utility cost collected from tenants as additional rent.
Maintenance/Repair Cost Recovery:	Total amount of maintenance and repair costs collected from tenants as additional rent.
Management Cost Recovery:	Total amount of management costs collected from tenants as additional rent.
Insurance Cost Recovery:	Total amount of property insurance expense collected from tenants as additional rent.
Administration Cost Recovery:	Total amount of administrative expense collected from tenants as additional rent.
Total Gross Income (total rent income + total op. cost recovery):	Total of all income, as described above, and all operating cost recoveries, as described above.
Actual Operating Expenses (total expenses to the property)	This section acknowledges the total expenses associated with the real estate and it's operations (Operating Expenses).
Property Taxes:	Total property tax expense for the period indicated.
Utilities:	Total utility costs for the period indicated.
Maintenance and Repairs:	Total maintenance and repairs costs for the period indicated.
Management:	Total management costs for the period indicated.
Property Insurance:	Total property insurance costs for the period indicated.
Administration:	Total administrative costs for the period indicated.
Total Operating Expenses:	Total of all expenses associated with the real estate and it's operations. If there are additional expenses associated with the real estate from sources not identified in the categories provided please use the "Other (Describe)" box and include description. If additional details or explanations are necessary, please include such with your submission.
Actual Net Operating Income (NOI)	Actual net operating income to the property, thus all sources of income associated with the property less operating expenses. As detailed within the "Actual Income" section, this is to include income from government rent assistance and rent deferrals which are still receivable for the time period identified. Total gross income will also include operating cost recoveries, or additional rent charged to the tenants. Calculation of Net Operating Income includes total gross income less total operating expenses. If additional details or explanations are necessary, please include such with your submission.
Net Operating Income (actual total income less actual total expenses)	Total Gross Income (as described) less Total Operating Expenses (as described).
Annual Vacancy Shortfall % Experienced:	Total percentage of vacancy income shortfall experienced throughout the time period identified. This % may differ from the vacancy as of July 1, 2026, as it is intended to reflect the entire time period indicated, as opposed to a specific point in time. It is important to note that this percentage is a shortfall to income. Thus, if a space is physically vacant, but a rental agreement exists and rents are being paid, that specific space is NOT contributing to a vacancy shortfall to income.
Average Op.Cost/Sq.Ft. Charged to Tenant:	Total operating costs "charged" to all tenants, regardless of receipt of payment, divided by the total leasable square footage of the property.
Bad Debt-Collection Loss	Total amount of rent that cannot be collected; or is non-recoverable. Late rent, or rent in arrears, is not considered Bad Debt-Collection Loss as there is an understanding and expectation, that these amounts are still to be received.

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