



PLANNING & DEVELOPMENT DEPARTMENT

ASSESSMENT & TAXATION BRANCH

2nd Floor, Chancery Hall
3 Sir Winston Churchill Square
Edmonton, AB T5J 2C3

Phone: (780) 496-8876

Fax No: (780) 496-1986

e-mail: A&Tsurvey@edmonton.ca

Tax Roll #	
OWNER CONTACT AND CERTIFICATION FORM	
In addition to completing this form, the company representative must initial and date each of the attached forms.	
Company Representative	
Name	
Position	
Company Name	
Phone Number	
Fax Number	
E-Mail Address	
Follow-Up Contact Person (if different from above)	
Name	
Phone Number	
Fax Number	
E-Mail Address	
CERTIFICATION: I hereby certify that the attached information is true and correct.	
Signature and Initials	
Print Name & Title/Position	
Date	

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Hotel/Motel Survey

Fill in if there have been changes during the last year.

Tax Roll #:	
Land Use Code:	Valuation Group:
Building Name:	
Corporate Name:	
Building Address:	
Chain Affiliation:	
(please attach a copy of chain affiliation agreement)	
Canada Select Rating (Number of Stars)	

Summary of Food, Beverage and Meeting Rooms					
Public Facilities	Number of Seats	Floor Area (sq. ft)	Public Facilities	Number of Seats	Floor Area (sq. ft)
Restaurant			Conference Room		
Dining Room			Lounge		
Banquet Room			Tavern		

Summary of Guest Rooms			
Number of Rooms (excluding suites)			
Number of Suites			
Total Number of Rooms & Suites			
Number of Out of Service Guest Rooms			
Time Out of Service			
Reason:			
Manager's Suite	Yes		No
Size of Manager's Suite (sq. ft.)			

Recreation/Fitness Rooms				
Swimming Pool	Yes		No	
Hot Tub/Whirlpool	Yes		No	
Sauna	Yes		No	
Steam Room	Yes		No	
Racquetball/Squash	Yes		No	
Exercise Room	Yes		No	
Other				

Initial _____ **Date** _____

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2008 Occupancy and Project Cost Information

Fill in if there have been changes during the last year

	2006 – provide if not previously provided	2007 – provide if not previously provided	2008
Annual Percentage Occupancy			
Average Daily Room Rate (NOT advertised room rate)			

Fiscal Year End (dd/mm/yy):		
Did any major renovations take place on the property during the last year?:	Date Renovations started:	Details of Renovations \$
	(dd/mm/yy)	
2008 Reserve for Replacement - Realty		\$
2008 Reserve for Replacement - FF&E (Furniture, Fixture & Equipment)		\$
<i>Please provide breakdown of the above costs in space provided in Comments section.</i>		

Was there an appraisal done on the property within the last two years?	Yes		No	
Has there been a sale/change of ownership or new financing in 2008?	Yes		No	

COMMENTS: Please provide any additional information that you would like considered in the valuation of your property (attach additional page(s) if required).

Initial _____ **Date** _____

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SAMPLE ONLY
PROVIDE 3 YEARS OF COMPLETE
FINANCIAL STATEMENTS WITH DETAILS OF ALL
REVENUES AND EXPENSES

Schedule of Repairs and Maintenance

	2006	2007	2008
	\$	\$	\$
Operating Expenses			
Salaries & Wages			
Employee Benefits			
Building			
Carpets & Drapes			
Cleaning Supplies			
Computer Equipment			
Contract Services			
Electrical			
Elevators			
Equipment Repairs			
Fire & Safety			
Furniture, Fixtures, Mattresses, Lamps, etc.			
Garbage Disposal			
Grounds & Plants			
Kitchen Equipment			
Locks & Keys			
Material & Supplies			
Mechanical & Plumbing			
Other Equipment			
Painting & Decorating			
Pool			
Refrigeration			
Television			
Training			
Truck & Travel			
Uniforms			
Signage			
Capital Expenditures			
Reserve For Replacement			
Other			
Total Operating Costs			

THIS FORM IS

JUST AN

EXAMPLE.

DO NOT

FILL OUT

In addition, please provide a detail schedule for all expense categories similar to the above format.

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CITY OF EDMONTON – 2009 HOTEL/MOTEL TENANT ROLL

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Was there an appraisal done on this property in the last 12 months? Yes / No

Building _____ of _____.

Building Name

Building Address

Roll Number

Owner Name

Mailing Address

LUC 1

ALL VACANT SPACE MUST BE INDICATED ON THIS FORM AND INCLUDED IN THE TOTAL.

Valuation Group

Hotel/Motel

A	B		C	Space Description				Lease Term			Annual Lease Details								
				D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
Building Identifier	Business Address(es)		Business Name(s) and Legal Entity	Business Rental Type (Owner, Tenant, Vacant)	Space Type (Retail, Office, Warehouse)	Floor (B, M, Mz, 2, etc)	Leased Area (Square Feet)	Commencement Date (MMM/YYYY)	Lease Renewal Date (MMM/YYYY)	Expiry Date (MMM/YYYY)	Lease Type Net or Gross (N, G)	Net Rent (\$/Month) Do not include GST.	Gross Rent (\$/Month) Do not include GST.	Operating Costs (e.g. Util., Taxes, Etc.) (\$/Month) Do not include GST.	Other Rent (\$/Month)	Description of Other Rent (e.g. Sign, Etc)	Rent Escalation (Step Up) Month (MMM/YYYY)	Escalated Rent (Step Up) (\$/Month)	
Unit #	Street Address																		
	101	EXAMPLE: 12345 Anywhere Street	<i>BUSINESS??XYZ??LTD.</i>	Tenant	Office	M	2000	Jan/1998	Jan/2000	Jan/2006	N	3500	6000	2500	25	Sign	Aug/2008	3750	
Total Leasable Area										Sq. ft. (including all leased and vacant space)									
										Initial _____		Date _____							

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Guide To Completion Of Hotel/Motel Tenant Roll

The Following overview of the fields located on the “City of Edmonton – Hotel/Motel Tenant Roll” survey is intended to assist you in the completion of the form:

PLEASE REPORT: ■ ANY RENTAL INFORMATION PERTAINING TO LAND LEASES.
 ■ ANY VACANT RENTABLE AREA THAT YOUR BUILDING MAY HAVE EVEN IF ONLY PARTIALLY OCCUPIED
 (E.G. 500 SQFT OF 600 SQFT LEASED, 100 SQFT IS VACANT)

Total Leasable Area	The sum of all areas including vacant space.
A. Building Identifier	Building Name, Number, Unit, etc.
B. Business Address	Unit number identifies the suite or unit of the business. Street address identifies the premises address of the business or building.
C. Business Name	Business Name and the Legal Entity leasing/occupying the space
D. Business Rental Type	Owner/Tenant/Vacant
E. Space Type	Primary use of the space (Office, Retail, Warehouse). Use a separate line for each space type.
F. Floor	Physical location of the tenant’s space within the building. (B = Basement, M = Main, MZ = Mezzanine, 2 = 2 nd Floor, etc)
G. Leased Area	The total area leased to the tenant.
H. Commencement Date	Date the lease agreement takes effect or the vacancy occurred. (MMM/YYYY) Mark Month to Month (M to M) if no lease exists.
I. Lease Renewal Date	Date of most recent lease renewal. (MMM/YYYY) Mark Month to Month (M to M) if no lease exists.
J. Expiry Date	Date that the lease agreement expires (MMM/YYYY).
K. Lease Type (Net Or Gross)	Identify if signed lease agreement is Net or Gross
L. Net Rent	Rent that is stated in the lease agreement excluding operating or additional costs (\$/Month) Do NOT include GST.
M. Gross Rent	Rent that is stated in the lease agreement including operating or additional costs (\$/Month).
N. Operating Costs	Typical building expenses that are charged back to the tenant (such as utilities, property taxes, etc). Do NOT Include GST
O. Other Rent	Any additional rent charged for storage, parking, signage (\$/Month)
P. Description Of Other Rent	Description of what other rent is.
Q. Rent Escalation Month	Date when rent escalation (step up) commences after July 1, 2008.
R. Escalated Rent	Amount of the increase in rent (step up) occurring after July 1, 2008.