

**Request for Information (RFI)**  
**Multi-Residential, Office & Retail Valuation Groups**

**Edmonton**

**Please complete the following:**

- A. RFI-1 (Owner Contact and Certification)**  
**B. RFI-2 (Building Area Form)**  
**C. RFI-P (Commercial Parking Details)**  
**D. RFI-MP (Multi-Residential Parking Details)**  
**E. Provide a Commercial Tenant Roll (RFI-C)** include the most current summary of the tenancy and vacancy of each building located on site.
- . You may provide the information:
    - By logging into the secure website: <https://assessmentrfi.edmonton.ca>
    - Using the Excel template located on our website [www.edmonton.ca/assessment](http://www.edmonton.ca/assessment)
    - In your own format which includes the following information:  
Business Address, Business Name, Occupancy Type, Space Type, Tenant Space Finished, Floor, Gross Leased Area, Lease Negotiated/Start/Renewal/Expiry Dates, Net Rent, Rent Escalation Month/Rent, Operating Costs, Gross Rent, Other Rent/Description, Tenant Inducement Type/Amount, Tenant/Landlord Improvements.
    - By completing the RFI-C form provide, photocopy as required.
  - . For **Owner Occupied and vacant space**, please complete columns A (Business Address) to F (Gross Leased Area) and column P (Operating Costs).
  - . For each tenant that pays additional rent (percent rent based on sales, etc), record this amount in columns R (Other Rent) and S (Description of Other Rent).
  - . Identify Land Leases in a separate line on the tenant roll.
- F. Multi-Residential Tenant Roll (RFI-M) as of February, 2020.** Also please identify any rental subsidies per unit, caretaker unit and all vacant units.
- . You may provide this information:
    - By logging into the secure website: <https://assessmentrfi.edmonton.ca>
    - Using the Excel templates located on our website [www.edmonton.ca/assessment](http://www.edmonton.ca/assessment)
    - In your own format which includes the following information: Unit/Building address, Property Address, Occupancy Type, Suite Type, Floor, Unit Size, Actual Rent, Market Rent, Furnished (Y/N), Government Subsidized Rent (Y/N), Deck/Balcony (Y/N), Tenant Inducement Type, Tenant Inducement Amount
    - By completing the RFI-M form provided, photocopy as required.
- G. Multi-Residential Annual Financial Statement (RFI-MF)** relating to the entire operations of the real property for your fiscal year ending 2019.
- . You may provide this information:
    - By logging into the secure website: <https://assessmentrfi.edmonton.ca>
    - Using your own format
    - By completing the RFI-MF form provided.
- H. Please provide an Annual Financial Statement** relating to the entire commercial operations of the real property for your fiscal year ending 2019 in your own format.

**The following statement applies to bullets E, F and H.**

Pursuant to section 295 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 the Assessment and Taxation Branch requires the above information in that it is necessary in preparing the assessment. Please note that under section 295(4) of the *Municipal Government Act*, failure to provide this requested information may result in the loss of the right to make a complaint about your assessment:

***s. 295(4) No person may make a complaint in the year following the assessment year under section 460 or, in the case of designated industrial property, under section 492(1) about an assessment if the person has failed to provide any information requested under subsection (1) within 60 days from the date of the request.***



Cate Watt, AMAA  
Branch Manager and City Assessor  
Assessment and Taxation Branch

This information is requested by APRIL 17, 2020. Deadline has been **extended** to October 1, 2020, but we would be highly appreciative if responses could be received before July 1, 2020 which is the valuation date.

Owner Contact and Certification

RFI-1

Account #: \_\_\_\_\_ Building Address: \_\_\_\_\_

Operating Business Name: \_\_\_\_\_ Legal Entity: \_\_\_\_\_

Was there an appraisal done on the property in the last 12 months ? ☐ Yes ☐ No if yes, complete the following:

Date of Appraisal: \_\_\_\_\_ Purpose of Appraisal: \_\_\_\_\_ Amount \_\_\_\_\_

Section A: Company Representative

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Section B: Alternate Contact Person (if different from above)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Section C: Certification I hereby certify that the attached information is true and correct.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Building Area Form

RFI-2

The City of Edmonton is requesting a breakdown of Gross and Usable area within this building. If there were any renovations, changes, changes in size, modifications, or upgrades to the property between January 1 and December 31, **2019** please compete the following table. If there has been **NO** change to the properties, please simply advise us that there have been no changes.

☐ **No Change**

Gross Building Area: Outside measurements of building

Leasable Area: The total floor area designed for the occupancy and exclusive use of the tenants, including any basements and mezzanines.

Building Size (in square feet):	Gross Building Area	Leasable Area	Building Size (in square feet):	Gross Building Area	Leasable Area	Building Size (in square feet):	Gross Building Area	Leasable Area
Basement			3rd Floor			7th Floor		
Main Floor			4th Floor			8th Floor		
Mezzanine			5th Floor			9th Floor		
2nd Floor			6th Floor			10th Floor		

Commercial Parking Details

RFI-P

Commercial Parking Details	Total Number of Stalls	Percentage Used for Hourly Parking	Monthly Rate	Hourly / Daily Rate	Number of Stalls Included in Lease	\$ per Stall Included in Leases	Number of Tandem Stalls *	\$ per Tandem Stall
Surface								
Covered								
Parkade Above Ground <b>Heated</b>								
Parkade Above Ground <b>Non-Heated</b>								
Underground								

Multi-Residential Parking Details

RFI-MP

Multi-Residential Parking Details	Number of Residential/ Tenant Stalls	Monthly \$ Per stall	Number of Public Stalls	Monthly \$ Per stall	Number of Tandem Stalls *	Monthly \$ Per stall	Included in Rent (Y/N)
Surface							
Covered							
Parkade - Not <b>Heated</b>							
Parkade - <b>Heated</b>							

\* Tandem stall refers to parking that can be occupied by two vehicles at the same time.

You can submit documents via mail to P.O. Box 1935, Station Main, Edmonton, AB T5J 2P3, fax to (780) 496-1986, or e-mail (.pdf, .xls) to [assessment@edmonton.ca](mailto:assessment@edmonton.ca)

Information is being collected under the authority of section 295 of the Municipal Government Act, R.S.A. 2000, c. M-26 and will be used for assessment and provincial audit purposes. It is protected in accordance with the privacy provisions of the Municipal Government Act and the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25. Please contact Support and Information Management Services at 780- 442-1495 or email [assessment@edmonton.ca](mailto:assessment@edmonton.ca) if you have any questions about the data collected.



RFI-C Page \_\_\_\_\_ of \_\_\_\_\_

Building Name: Building Address: Account #: Building of

Total Leasable Area (sq. ft) \_\_\_\_\_ (including all leased and vacant space) Initial \_\_\_\_\_ Date: \_\_\_\_\_



## RFI-M

Page \_\_\_\_\_ of \_\_\_\_\_

Total Number of Units 

**ALL UNITS INCLUDING VACANT SPACE MUST BE LISTED ON THIS FORM AND INCLUDE POTENTIAL MONTHLY RENT**

Initial \_\_\_\_\_ Date: \_\_\_\_\_

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Multi-Residential Annual Financial Statement

RFI-MF

12 Month Fiscal Period Ending

Account #:

Building Address:

Do the units include the following?

Air Conditioning

☐ Yes ☐ No

In Suite Laundry

☐ Yes ☐ No

Dishwasher

☐ Yes ☐ No

Potential Gross Income

Potential Gross Rent

100% Occupancy (Unfurnished)

Potential Gross Rent

100% Occupancy (Furnished)

Office Rental

Commercial Rental

Commercial Recoveries

Miscellaneous Income

Parking Revenue

Laundry Rental

Other

Specify Other Rent

Total Income

Vacancy and CollectionLoss

Apartment Vacancy in Dollars

# of units vacant in reporting period

Apartment Collection Loss

Apartment Incentives

Attach additional documents if necessary

Commercial Vacancy in Dollars

Commercial Collection Loss

Commercial Incentives

Operating Expenses Fixed

Property Taxes

Insurance

Business License

Other

Specify Other

Operating Expenses Variable

Management

Professional Fees

Administrative

Telephone / Pager / Internet

Caretaker

Salary

Rental Discount

Initial:

Date:

Utilities

Water & Sewer

Incl. in Rent?

☐ Yes ☐ No

Waste Removal

Power

Incl. in Rent?

☐ Yes ☐ No

Gas

Incl. in Rent?

☐ Yes ☐ No

Cable

Supplies

Caretaker or Janitorial

Office

Repair & Maintenance

\*Do Not include Capital Expenditures

Repairs of Structure - Interior

Repairs of Structure - Exterior

Elevator

Other

Specify Other

Replacements

\*Do Not include Capital Expenditures

Appliances

Laundry Equip.

Flooring

Interior Painting

Other

Specify Other

Ground & Parking Area Maintenance

Lawn Maintenance & Snow Removal

Other

Specify Other

Advertising

Miscellaneous

Other

Specify Other

Capital Expenditures / Major Maintenance / Repair \*

Description

\* Capital Expenditures are those expenses that do not occur annually, involving replacement of worn out or obsolete components where replacement is of significant duration and cost, i.e. Boilers, Windows and Doors, Roof, etc.

# Guide To Completion Of Commercial Tenant Roll

The following overview of the fields located on the "Commercial Tenant Roll" RFI-C form 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)

A	Business Address	Unit number identifies the suite or unit of the business. Street address identifies the premises address of the business or building.
B	Business Name	Business Name and the Legal Entity leasing/occupying the space.
C	Occupancy Type	Owner, Tenant, Vacant
D	Space Type	Office, Retail, WHSE, Storage
E	Floor	Physical location of the tenant's space within the building. (B = Basement, M = Main, MZ = Mezzanine, 2= 2nd floor etc)
F	Gross Leased Area	The total floor area designed for the occupancy and exclusive use of the tenants, including any basements and mezzanines.
G	Tenant Space Finished	<b>Improved</b> space includes interior finishing items (ceiling finish, drywall, floor covering). <b>Raw</b> space has no interior finishing.
H	Lease Negotiated Date	The date the lease was signed and agreed upon.
I	Lease Start Date	Date the lease agreement takes effect or the vacancy occurred. (MMM/YYYY) Mark Month to Month (M to M) if no lease exists.
J	Lease Renewal Date	Date of most recent lease renewal. (MMM/YYYY) Mark Month to Month (M to M) if no lease exists.
K	Expiry Date	Date that the lease agreement expires (MMM/YYYY).
L	New or Renewal or Step Up ( N/R/S)	<b>New</b> is a new lease agreement of a tenant occupying a space that was vacant or occupied by a previous tenant, may include tenant expansion. <b>Renewal</b> is when a lease expires and the existing tenant signs a new lease term. <b>Step-Up</b> is a scheduled change to the rental rate within the term of the existing lease.
M	Net Rent	Rent that is stated in the lease agreement excluding operating or additional costs (\$/Month), Do NOT include GST.
N	Rent Escalation Month	Date when rent escalation (step up) commences.
O	Escalated Rent	Amount of the increase in rent (step up).
P	Operating Costs	Typical building expenses that are charged back to the tenant (such as utilities, property taxes, etc). Do NOT Include GST.
Q	Gross Rent	Rent that is stated in the lease agreement including operating or additional costs (\$/Month).
R	Other Rent	Any additional rent charged for percent rent, signage, etc (\$/Month).
S	Description Of Other Rent	Description of what other rent is. I.E. - Signage
T	Tenant Inducement Type	Description of what the tenant inducement is. I.E. Free Rent, Cash Payment etc.
U	Inducement Amount	The total dollar amount of any inducements paid to the tenant for this space.
V	Tenant Improvements	A negotiated sum a tenant is willing to spend to customize space for their needs (Only include items within the lease term, Don't include chattels).
W	Landlord Improvements	A negotiated sum a landlord is willing to spend to customize space for the needs of a particular tenant, within the lease term.

# Guide To Completion Of Multi-Residential Tenant Roll

The following overview of the fields located on the "Multi-Residential Tenant Roll" RFI-M form 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)

A	Unit Number	Unit number identifies the suite or unit of the business or living unit.
B	Property Address	The address where this space is located.
C	Occupancy Type	Owner, Tenant, Vacant
D	Suite Type	Type of suite being occupied (e.g. bachelor, 1bedroom, 1bedroom + den, 2bedroom, 2bedroom + den, 3bedroom, 4bedroom, Penthouse)
E	Floor	Physical location of the tenant's space within the building (B = Basement, M = Main, MZ = Mezzanine, 2 = 2 <sup>nd</sup> Floor, etc.)
F	Unit Size	The total area leased to the tenant.
G	Rent	<b>Actual Rent</b> is rent that is stated in the lease agreement. <b>Market Rent</b> is the opinion of rent that could be achieved at current market rates.
H	Check Box If Applicable For Each Unit	Check box if applicable for each unit that is furnished, or has Government subsidized rent, or if it has a deck or a balcony.
I	Tenant Inducement	Description of what the tenant inducement is (i.e. free rent, cash payment, etc.) and the total dollar amount of any inducements paid to the tenant for this space.
J	Comments	Any additional comments or remarks.