

Request for Information (RFI) Hotel/Motel Valuation Group

Please complete the following:

- RFI-1 (Owner Contact and Certification)**
- RFI-P (Parking Details)**
- RFI-H (Hotel Motel Survey)**
- RFI-C (Commercial Tenant Roll)**

Most recent date available, June 2025 if possible.

- RFI-I (Income Addendum)**

Details of any tenant abatements, deferrals, collection loss, grants and government assistance

Please provide the following:

- Income Statement or Profit & Loss Report**

Most current available (for reporting period up to June 30, 2025 if available) relating to the entire operations of the real property (See [SAMPLE](#)).

- Schedule of Revenues**

Most current available (for reporting period up to June 30, 2025 if available) relating to the entire operations of the real property (See [SAMPLE](#)).

- Schedule of Expenses**

Most current available (for reporting period up to June 30, 2025 if available) relating to the entire operations of the real property (See [SAMPLE](#)).

- Franchise Agreement**; if applicable.

-
- A. RFI-C (Commercial Tenant Roll) and RFI-I (Income Addendum)** most recent date available, June 2025 if possible, a summary of the tenancy and vacancy of each building located on site. Information can be provided either on our secure website, by filling out a form, or in your own format:

- Secure Website: assessmentrfi.edmonton.ca
Visit assessmentrfi.edmonton.ca and login using the password in the letter sent by Assessment & Taxation
- Forms: edmonton.ca/assessment, scroll down to the forms section and click on Request for Information.
Either:
 - Choose the Request for Information forms for Hotel/Motel, or;
 - Choose the Tenant Roll Upload Template: Commercial, or;
 - Choose the Income Addendum Template, or;
- Submit in your own format to assessment@edmonton.ca

If submitting the Commercial Tenant roll in your own format, ensure it includes the following: 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. 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. Excel format is preferred whenever possible.

- B. Income Statement or Profit & Loss Detail Report** and accompanying notes for the last three 12 month reporting periods in a comparative format (July 1, 2022 - June 30, 2023; July 1, 2023 - June 30, 2024; July 1, 2024 - June 30, 2025). A SAMPLE format has been provided as reference.
- C. Schedule of Revenues and Expenses** for the last three 12 month reporting periods in a comparative format (July 1, 2022 - June 30, 2023; July 1, 2023 - June 30, 2024; July 1, 2024 - June 30, 2025). A SAMPLE format has been provided as reference.

Pursuant to section 295 of the Municipal Government Act, R.S.A. 2000, c. M-26, the Assessment and Taxation Branch requires the requested information as it is necessary to prepare the assessment of this and other similar properties and to ensure that this property is not over assessed in relation to other similar properties.

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.

This information is due on or before **August 14, 2025**.

Owner Contact and Certification

RFI-1

Account: _____ Premise 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: _____ Value: _____

Section A: Company Representative

Name: _____ Position: _____

Company Name: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Section B: Additional Information

In the last 12 months, have any tenants abandoned or breached leases in the subject property? Yes No
Please provide details on the RFI-I, Income Addendum.

In the last 12 months, have any leases been amended? Please provide details on RFI-I Income Addendum or provide copies of any lease amending agreements. Yes No

Additional details or comments:

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

Signature _____

Date: _____

Parking Details

RFI-P

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 Heated								
Parkade Above Ground Non-Heated								
Underground								

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

Return completed forms by:

Email: assessment@edmonton.ca • **Mail:** P.O. Box 1935, Station Main, Edmonton, AB T5J 2P3 • **Fax:** (780) 496-1986

Hotel Motel Survey

RFI-H

Account: _____

Building Address: _____

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

Section A: General Information

Building Name: _____

Corporate Name: _____

Chain Affiliation: _____

Franchise Brand Name: _____

(please attach a copy of chain affiliation agreement)

Section B: Summary of Food, Beverage and Meeting Rooms

Public Facilities	Number of Facilities	Floor Area (sq. ft)
Restaurant		
Dining Room		

Public Facilities	Number of Facilities	Floor Area (sq. ft)
Banquet Room		
Conference Room		

Public Facilities	Number of Facilities	Floor Area (sq. ft)
Lounge		
Tavern		

Section C: 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: _____

Room Mix Count: King Suite No.: _____ Queen Suite No.: _____ Double Bed Suite No.: _____

Single Bed Suite No.: _____

Section D: Summary of Amenities

Indoor Pool: Yes No Onsite Business Centre Yes No Recreation Room Yes NoFitness Room: Yes No In Room Services Yes No Transportation Service Yes No

Other: _____

Section E: Occupancy and Project Cost Information

	July 1, 2022 - June 30, 2023	July 1, 2023 - June 30, 2024	July 1, 2024 - June 30, 2025
Annual Occupancy Percentage			
Average Daily Room Rate (NOT advertised room rate)			

Please provide breakdown of the following costs:

Fiscal Year End (dd/mm/yy) _____

Did any major renovations take place on the property during the last year (i.e., Roof, Flooring, HVAC, Boilers, etc)?:

Date Renovations started (dd/mm/yy) _____ Total Cost of Renovations: \$ _____

Renovation Breakdown and Details:

2025 Reserve for Replacement - (a) Realty \$ _____ (b) FF&E \$ _____

Please provide any additional information that you would like considered in the valuation of your property.

Initial: _____

Date: _____

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, commercial retail unit, convenience store, bank, restaurant, fast food, auto service, drug store, grocery store, anchor, storage, warehouse, theatre
E	Floor	Physical location of the tenant's space within the building. (BSMT = Basement, MAIN, MEZZ=Mezzanine, FLR02=2nd floor etc.)
F	Gross Leasable Area	The total floor area designed for the occupancy and exclusive use of the tenants, including any basements and mezzanines.
G	Tenant Space Finished	Improved space includes interior finishing items (ceiling finish, drywall, floor covering, heating, ventilation ductwork, electrical systems and other finishes). Raw 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 (MTM) if no lease term 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/Step Down (N/R/S)	New is a new lease agreement of a tenant occupying a space that was vacant or occupied by a previous tenant, may include tenant expansion. Renewal is when a new lease agreement occurs with an existing tenant, where the rents and terms are negotiated based on market conditions at the time of renewal. Step Up/Step Down is a scheduled change to the rental rate within the term of the existing lease or exercised renewal options with predetermined rent and lease terms.
M	Net Rent	Rent that is stated in the lease agreement excluding operating or additional costs (\$/Month), Do NOT include GST.
N	Rent Change Month	Date when rent change (step up/step down) commences.
O	Rent Change	Amount of the change in rent (step up/step down).
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, do not 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 RFI-I (Income Addendum)

The following overview of the fields located on the "Income Addendum" RFI-I form is intended to assist you in the completion of the form.

This includes detailed information on tenant abatements, deferrals, and collection loss.

UNIT NUMBER	Unit number identifies the suite or unit of the business.
BUSINESS ADDRESS	Street address identifies the premises address of the business or building.
BUSINESS NAME/ LEGAL ENTITY	Business Name and the Legal Entity leasing / occupying the space
BASE RENT	
Year	June 1, 2024 to June 1, 2025
Due/Amount per lease agreement (\$)	Rent that is currently being paid as stated in the lease agreement, excluding operating or additional costs (\$/Month). Do NOT include GST
Collected from Tenant (\$)	Monies received directly from Tenant
ABATEMENT* (\$)	*Abatement: Reduction in the rental amount that is not to be paid back.
DEFERRAL** (\$)	**Deferral: Unpaid contractual rent that is agreed to be paid at a future date.
OPERATING COSTS	
Year	June 1, 2024 to June 1, 2025
Due/Amount per lease agreement (\$)	Rent that is currently being paid as stated in the lease agreement, excluding operating or additional costs (\$/Month). Do NOT include GST.
Collected from Tenant (\$)	Monies received directly from Tenant
ABATEMENT* (\$)	*Abatement: Reduction in the rental amount that is not to be paid back.
DEFERRAL** (\$)	**Deferral: Unpaid contractual rent that is agreed to be paid at a future date.



RFI-I Commercial Income Addendum

Request for Information for Office, Shopping Centres, Retail, Parkade and Industrial Valuation Groups Assessment and Taxation

P.O. Box 1935, Station Main
Edmonton, AB T5J 2P3

Phone: 780-442-1495
Fax: 780-496-1986
email: assessment@edmonton.ca
edmonton.ca/assessment

Account: _____

Property Address: _____

ONLY PROVIDE DETAILS ON SPACES AFFECTED BY ABATEMENT AND/OR DEFERRAL.

Unit Number	Business Address	Business Name(s) & Legal Entity	BASE RENT			UNCOLLECTED BASE RENT		OPERATING COSTS			UNCOLLECTED OPERATING COSTS	
			Year	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)	Year	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)
			Jul-24					Jul-24				
			Aug-24					Aug-24				
			Sep-24					Sep-24				
			Oct-24					Oct-24				
			Nov-24					Nov-24				
			Dec-24					Dec-24				
			Jan-25					Jan-25				
			Feb-25					Feb-25				
			Mar-25					Mar-25				
			Apr-25					Apr-25				
			May-25					May-25				
			Jun-25					Jun-25				

*Abatement: Reduction in the rental amount that is not to be paid back

**Deferral: Unpaid contractual rent that is agreed to be paid at a future date.

			BASE RENT			UNCOLLECTED BASE RENT		OPERATING COSTS			UNCOLLECTED OPERATING COSTS	
Unit Number	Business Address	Business Name(s) & Legal Entity	Year	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)	Year	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)
			Jul-24					Jul-24				
			Aug-24					Aug-24				
			Sep-24					Sep-24				
			Oct-24					Oct-24				
			Nov-24					Nov-24				
			Dec-24					Dec-24				
			Jan-25					Jan-25				
			Feb-25					Feb-25				
			Mar-25					Mar-25				
			Apr-25					Apr-25				
			May-25					May-25				
			Jun-25					Jun-25				

			BASE RENT			UNCOLLECTED BASE RENT		OPERATING COSTS			UNCOLLECTED OPERATING COSTS	
Unit Number	Business Address	Business Name(s) & Legal Entity	Year	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)	Year	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)
			Jul-24					Jul-24				
			Aug-24					Aug-24				
			Sep-24					Sep-24				
			Oct-24					Oct-24				
			Nov-24					Nov-24				
			Dec-24					Dec-24				
			Jan-25					Jan-25				
			Feb-25					Feb-25				
			Mar-25					Mar-25				
			Apr-25					Apr-25				
			May-25					May-25				
			Jun-25					Jun-25				

*Abatement: Reduction in the rental amount that is not to be paid back
**Deferral: Unpaid contractual rent that is agreed to be paid at a future date.