



## PROPERTY TENANT REPORT DUE AS PER LETTER

BUILDING ADDRESS:					CONTACT PERSON:							
ROLL NUMBER:					TELEPHONE:							
BUILDING NAME:					DATE PREPARED:							
OWNER/AGENT:					<b>SUBMIT</b>							
MAILING ADDRESS:												
"Triple-Net area (this area is all that is required for most leases) Do NOT include GST in any amounts					SEMI-NET or GROSS RENT AREA IF not triple-net, THEN fill in the "gross rent" for the space and check items included in the rent							
Tenant/Occupant Name	Space		Lease Dates		BASE/net rent per month	GROSS RENT or SEMI-NET/month	Rent Includes					Approx. Cost of included items/month
	Unit #	Square Ft.	Started	Expires								
e.g. "triple net lease (Acme Accounting)	#2	1,535	Mar 01	Feb 06	\$1,180.67	LEAVE BLANK FOR TRIPLE-NET LEASES						
e.g. "gross" lease (Earls Shoe Repair)	West Bay	789	monthly		n/a	e.g. \$500	X	X	X	X	X	\$219.17
e.g. "semi-net lease" (Southern Construction Ltd)	306 – 5th	28,650	1996	2006	n/a	e.g. \$1,790.63	X	X				\$210.00
TOTAL VACANT SPACE:			SALE PRICE: \$		YEAR:	LIST PRICE (building): \$					YEAR:	
TOTAL OCCUPIED SPACE:			APPRAISAL FOR: \$		YEAR:	LIST PRICE (Lease space): \$					YEAR:	
IS THERE ANY OTHER INCOME SOURCES BESIDES RENT? (ie: signage, parking) details:						ARE THERE ANY LEASES NOT AT ARMS-LENGTH (ie: owner occupied or internal) indicate which one(s):						

Your information will be used solely for the preparation and defense of assessments in accordance with provisions of the Municipal Government Act and the Freedom of Information and Protection of Privacy Act.