

Request for Information (RFI) Parkade

In accordance with 9(3) of the *Matters Relating to Assessment Complaints Regulation* “**A composite assessment review board must not hear any evidence from a complainant relating to information that was requested by the assessor under section 294 or 295 of the Act but was not provided to the assessor**”.

Please complete the following:

1. **OWNER PARKADE DETAILS**

A. **RFI-P2 (Parkade Roll Form)**

- The completed RFI-P2 form must include the most current summary of parking details and rates.

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 linear property, under section 492(1) about an assessment if the person has failed to provide the information requested under subsection (1) within 60 days from the date of the request.

B. **RFI-P1 (Owner Contact and Certification)**

C. **Please provide an Annual Financial Statement** relating to the entire operations of the real property for your fiscal year ending 2013.

D. **RFI-P3 (Parkade Tenant Roll)**

- The completed RFI-P3 form must include the most current summary of the tenancy and vacancy of each commercial space located in the parkade structure ***If applicable***
- For **Owner Occupied and vacant space**, please complete Columns A to D and Column I
- For each tenant that pays additional rent (percent rent based on sales, etc), record this amount in the column “Other Rent”
- Identify Land Lease in “Column K” and provide building size on land lease in “Column D”



Rod Risling, AMAA, CAE
Branch Manager and City Assessor
Assessment and Taxation Branch

This information is due on or
before APRIL 22, 2014.



Owner Contact and Certification

RFI-P1

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: _____

Parking Lot / Parkade Details

RFI-P2

Parking Lot/ Parkade Municipal Address : _____

Legal Description/ Lot Number : _____

Annual Lease Payment to Landlord (if applicable)* : _____

Term of Lease From : _____ Term of Lease To: _____

Lot Size (Surface Parking Only) : _____

* If entire parkade is leased

Parking Financial Details - Energized

Parking Details	\$ per Stall (excluding G.S.T)			
	# of Stalls	Hourly	Daily	Monthly**
Surface *				
Covered *				
Underground *				
Above Ground *				
Roof Top *				
Total Surface Parking				
Total Parkade Parking				
Vacancy %				

Parking Financial Details - Non-Energized

Parking Details	\$ per Stall (excluding G.S.T)			
	# of Stalls	Hourly	Daily	Monthly**
Surface *				
Covered *				
Underground *				
Above Ground *				
Roof Top *				
Total Surface Parking				
Total Parkade Parking				
Vacancy %				

* See Guide to Completion of Parking Financial Details for definitions

** as of July 1, 2013





Lot Name: _____ Lot Address: _____ Account #: _____ Lot ____ of ____

ALL UNITS INCLUDING VACANT MUST BE LISTED ON THIS FORM AND INCLUDED IN THE TOTAL

		Space Description			Lease Term			Annual Lease Details				
A		B	C	D	E	F	G	H	I	J	K	L
Business Address(es) Unit # Street Address		Business Name(s) and Legal Entity	Occupancy Type (Owner, Tenant, Vacant)	Leased Area (Square Feet)	Tenant Space Finished Raw (RAW) / Improved (IMP)	Commencement Date (MMM/YYYY)	Expiry Date (MMM/YYYY)	Net Rent (\$/Month)	Gross Rent (\$/Month)	Operating Costs (e.g. Util., Taxes, Etc.) (\$/Month)	Rent Escalation (Step Up) Month/Year (MMM/YYYY)	Escalated Rent (Step Up) \$/Month)
101	EXAMPLE: 12345 Anywhere Street	Business XYZ Ltd.	Tenant	2000	IMP	Jan/2009	Jan/2018	3500	6000	2500	Aug/2014	3750
										</		

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

Guide To Completion Of Parkade Tenant Roll

The following overview of the fields located on the "Parkade Tenant Roll" RFI-P3 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	Leased Area	The total area leased to the tenant
E	Tenant Space Finished	Was the space rented as an unfinished shell (Raw) or was the space previously (IMP) improved and accepted by the new leasee
F	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
G	Expiry Date	Date that the lease agreement expires (MMM/YYYY).
H	Net Rent	Rent that is stated in the lease agreement excluding operating or additional costs (\$/Month), Do NOT include GST
I	Gross Rent	Rent that is stated in the lease agreement including operating or additional costs (\$/Month).
J	Operating Costs	Typical building expenses that are charged back to the tenant (such as utilities, property taxes, etc). Do NOT Include GST.
K	Rent Escalation Month	Date when rent escalation (step up) commences after July 1, 2014.
L	Escalated Rent	Amount of the increase in rent (step up) occurring after July 1, 2014.

Guide To Completion Of Parking Financial Details

Surface	Parking located on ground level that is not covered and has no protection from outside elements
Covered	Parking located on ground level that is not in a parking structure but has limited protection from the outside elements
Underground	Parking located below ground level
Above Ground	Parking located on ground level and higher in a parking structure that has protection from outside elements
Roof Top	Parking located on top of a parking structure that has no protection from the outside elements