

# Appendix E

### Sales Validation Questionnaire Commercial Property (Purchaser)

Mailing Date: \_\_\_\_\_ Account Number: \_\_\_\_\_  
 Assessed Parcel: \_\_\_\_\_  
 Civic Address: \_\_\_\_\_  
 Sale Date: \_\_\_\_\_ Value on title(s): \_\_\_\_\_

*Please indicate your response by marking an "✓" in the appropriate box.*

**PLEASE INDICATE WHETHER THIS MARKET TRANSACTION REPRESENTS:**

- IMPROVED PARCEL – LAND AND BUILDING VALUE
- VACANT PARCEL
- BUILDING ONLY

**SECTION A: ALL PROPERTY TYPES - COMPLETE THIS SECTION:**

1. Please indicate how the property was marketed (check all that apply).

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Listed with an agent | <input type="checkbox"/> Displayed "For Sale" sign | <input type="checkbox"/> Newspaper Ad |
| <input type="checkbox"/> MLS                  | <input type="checkbox"/> Word of mouth             | <input type="checkbox"/> Other _____  |

2. Please indicate the asking price. \$ \_\_\_\_\_

3. Please indicate the type of financing (if any) that was used to complete this transaction:

- |  |                 |             |             |               |
|--|-----------------|-------------|-------------|---------------|
| <input type="checkbox"/> Assumed Mortgage      | Amount \$ _____ | Term: _____ | Rate: _____ | Holder: _____ |
| <input type="checkbox"/> Vendor Financed       | Amount \$ _____ | Term: _____ | Rate: _____ | Holder: _____ |
| <input type="checkbox"/> Conventional Mortgage | Amount \$ _____ | Term: _____ | Rate: _____ | Holder: _____ |

**Please attach a copy of your mortgage documentation.**

4. Did the type of financing influence the sale price?

- No       Yes – by what amount? \$ \_\_\_\_\_

5. Title documents indicate a transfer date of \_\_\_\_\_ . Please indicate the date of the acceptance of the Sale Agreement. \_\_\_\_\_

**Please attach a copy of your sales agreement.**

6. Title documents indicate a value of \_\_\_\_\_ . Would you confirm that this was the price paid?

- Yes       No – Please indicate the correct price: \$ \_\_\_\_\_

Does the price include the net GST paid?

- Yes       No

**Continued on Back ...**

7. Please indicate if there was an appraisal made on the property.

- Yes – Please indicate the appraised value and effective date: \$ \_\_\_\_\_ Date: \_\_\_\_\_  
**Please attach a copy of your appraisal report.**
- No

8. Does the sale price reflect the fee simple market value for the real estate only?

- Yes
- No – Please explain. \_\_\_\_\_

9. Please indicate any special factors and how it affected the selling price.

- Multiple parcels, trade or exchange of properties. Properties included \_\_\_\_\_
- Between relatives
- Involved corporate affiliates
- Partial interest
- Involved charitable, religious or educational institutions
- Involved financial institution (foreclosure)
- To correct title defects or create a joint or common tenancy
- Auction or judicial order
- Contamination or environmental issues \_\_\_\_\_
- Any other atypical market conditions \_\_\_\_\_
- NONE OF THE ABOVE

10. Please indicate if the sale price included any of the following, and the amount if allocated:

- |   |              |
|---|--------------|
| <input type="checkbox"/> Land                             | Amount _____ |
| <input type="checkbox"/> Building                         | Amount _____ |
| <input type="checkbox"/> Inventory or supplies            | Amount _____ |
| <input type="checkbox"/> Fixtures, furniture, equipment   | Amount _____ |
| <input type="checkbox"/> Business, goodwill, or franchise | Amount _____ |
| <input type="checkbox"/> Shares in a corporation          | Amount _____ |
| <input type="checkbox"/> Other non-realty _____           | Amount _____ |

11. At the time of the sale, was there significant maintenance or renovations required (exclude work required due to a change in occupancy or a change in use of the property)?

- No  Yes – Please estimate the cost of the required work: \$ \_\_\_\_\_

12. Is this value reflected in your answer to question 4?

- Yes  No

Please describe in general terms. \_\_\_\_\_

13. Have any changes been made to the property since the sale?

- No  Yes – Please identify:  New Construction  Demolition
- Remodeling  Addition

14. Did a professional perform the work?  Yes  No

Date completed: \_\_\_\_\_ Estimated total cost: \$ \_\_\_\_\_

**Continued on Back ...**

Assessment, Tax & Real Estate Department  
Queen Elizabeth II Court | 2476 Victoria Avenue  
PO Box 1790 | REGINA SK S4P 3C8  
P: (306) 777-7072 | F: (306) 777-6822  
E: assessmentinfo@regina.ca  
Regina.ca

**SECTION B: VACANT PARCEL – LAND ONLY VALUE**

1. Were there any special factors such as demolition, slope of the land, soil contamination, etc. which caused you to incur additional cost to make the site usable?

No

Yes: Factor: \_\_\_\_\_ Cost of the required work: \$ \_\_\_\_\_

2. Did the price paid include a fully serviced parcel?

Yes

No – Please indicate what services were missing (street, sewer, water, pavement).  
\_\_\_\_\_

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I declare that the information provided is complete, true and accurate to the best of my knowledge.

Completed by: (Please print) \_\_\_\_\_ On behalf of: \_\_\_\_\_

Company name: \_\_\_\_\_ Position: \_\_\_\_\_

Email address: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

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

Complete this form and return it to:

**City of Regina**  
**Assessment, Tax & Real Estate Department**  
**4th Floor, City Hall - 2476 Victoria Avenue**  
**PO Box 1790 | REGINA SK S4P 3C8**  
**Phone: (306) 777-7072 | Fax: (306) 777-6822**