

## Appendix D

## 2013 Commercial Property Information Request Form

The information for the **2013 calendar year** requested on this form can be submitted in one of two ways: either (1) complete this form in its entirety; or (2) submit all of the requested information in your own format.

<b>OWNER CONTACT AND CERTIFICATION FORM</b>	
<b>Account Number:</b>	
<b>Property Address:</b>	
<b>Assessed Parcel:</b>	
<b>Property Owner:</b>	<b>Phone Number:</b>
<b>Building Name:</b>	

<b>Company Representative: (Please print)</b>			
Name:			
Position:			
Company Name:			
Phone Number:		Fax Number:	
E-Mail Address:			
<b>Follow-Up Contact Person: (If different from above)</b>			
Name:			
Phone Number:		Fax Number:	
E-Mail Address:			

<b>In 2013 this property was: (Please check one)</b>	
<input type="checkbox"/>	Leased
<input type="checkbox"/>	Partially Leased/Partially Owner Occupied
<input type="checkbox"/>	Entirely Owner Occupied <i>(Proceed to Section C1: 2013 Commercial Annual Expense Statement)</i>
<input type="checkbox"/>	Vacant Entire Year
<b>Was this property professionally managed in 2013?</b>	
<input type="checkbox"/>	No
<input type="checkbox"/>	Yes – Company Name: _____

<b>CERTIFICATION: I hereby certify that the attached information is true and correct.</b>	
Signature and Initials:	
Date:	
<b><i>In addition to completing this form, the company representative must initial and date each of the attached forms. (If you wish to submit any comments or notes, please attach under separate sheet.)</i></b>	

<b>For Office Use Only.</b>		
Data Entered By: _____	Date: _____	<input type="checkbox"/> Attributes
		<input type="checkbox"/> Rent Roll
		<input type="checkbox"/> I&E Survey
Reviewed By: _____	Date: _____	

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 Regina.ca



City of Regina

## Section A Commercial Rent Roll

As of: January 1, 2014 (Please Note Date Change.)

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Account Number: _____										Property Address: _____												
A Business Name(s) and Legal Entity		B Business Address (es)		C-F Space Description				G-H Lease Term				I-O Annual Lease Details										
				C Floor (B, M, Mez, 2, etc)	D Occupant Type (Owner, Tenant, Vacant)	E Space Type (Office, Retail, Warehouse)	F Rentable Area (Square Footage)	G Most Recent Renewal or Commencement Date (DD/MM/YY)		H Expiry Date (DD/MM/YY)		I Net Rental Rate (\$/Sq Ft)	J Net Rent (\$/Month) Do not include GST.	K Gross Rent (\$/Month) Do not include GST.	L Recoverable Operating Costs (\$/Month) (e.g. Utilities, Taxes, etc) Do not include GST.	M Other Rent (\$/Month)	N Description of Other Rent (e.g. Sign, etc)	O Months of Free Rent (For next 12 months)				
EXAMPLE:	ABC Company		101	12345 Anywhere Street		Main	Tenant	Office	2000	01	Jan	02	30	Jan	09	10	\$1,665	\$2,690	\$1,000	\$25	Sign	2
<b>Miscellaneous Income - Parking Details</b> # of Surface Electrified Stalls: _____ Rent/Stall: \$ _____ # of Covered Stalls: _____ Rent/Stall: \$ _____ # of Surface Non-Electrified Stalls: _____ Rent/Stall: \$ _____ # of Underground Stalls: _____ Rent/Stall: \$ _____ # of Stalls for Unrestricted Public/Visitor parking (not included above) _____																						

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

**Section B**  
**2013 Expense Breakdown Summary**  
 (Expenses not recovered from tenants – by Unit)

Account Number:					Property Address:			
Unit #	Items paid for by Owner (not charged back to tenants) <i>(Please check)</i>							
	Electricity	Water and Sewer	Heat, HVAC	Utilities	Janitor	Insurance	Taxes	Other
<i>Example: Unit #1</i>	√					√	√	

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



City of Regina

## SECTION C 2013 Commercial Annual Income Statement

12 Month Fiscal Period Ending: \_\_\_\_\_

For partial year please provide: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ # of Months: \_\_\_\_\_

Account Number:	Property Address:
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### ANNUAL REPORTED INCOME

	INCOME (\$)
<b>Rental Income</b>	
<b>Miscellaneous Income:</b>	
Parking Income	
Percentage Rent	
Sign Rental	
Yard Rental	
Land Lease Income	
Other Income ( <i>Specify</i> )	
<b>Total Income</b>	
<b>Expense Recovery:</b>	
Operating Cost Recovery	
Utilities	
Repairs & Maintenance	
Outside Maintenance & Security	
Administrative Costs (Legal, Advertising, Leasing, etc.)	
Insurance	
Property Tax Recovery	
Common Area Cost Recovery	
Prior Year Adjustments/Recoveries	
Other Recoveries ( <i>Specify</i> )	
<b>Total Expense Recovery</b>	
<b>Yearly Vacancy (%)</b>	
<b>Yearly Vacancy Dollar Loss Amount (\$)</b>	
<b>Shortfall Dollar Amount (\$)</b>	
Non-recovered expenses related only to the cost of carrying <b>vacant</b> space. i.e. utilities, security, taxes, etc.	

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



## SECTION C1 2013 Commercial Annual Expense Statement

12 Month Fiscal Period Ending: \_\_\_\_\_

For partial year please provide: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ # of Months: \_\_\_\_\_

Account Number:	Property Address:
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### ANNUAL REPORTED EXPENSE

	Total Recoverable (\$)	Total Non-recoverable (\$) <i>(Items not included in lease)</i>
<b>Property Taxes</b>		
<b>Insurance</b>		
<b>Utilities:</b>		
Water and Sewer		
Electricity		
Heat, HVAC		
Other <i>(Specify)</i>		
<b>Total Utilities</b>		
<b>Administration (Real Estate Related Only):</b>		
Professional Management Fees		
Advertising		
Accounting/Legal		
Leasing Costs		
Other <i>(Specify)</i>		
<b>Total Administrative</b>		
<b>Maintenance and Repairs:</b>		
Mechanical		
Structural Repairs		
Exterior Finish		
Surface Parking		
Parkade		
Roof		
Repair Contract		
Site Maintenance		
Janitorial		
Snow Removal		
Security		
Miscellaneous		
Other <i>(Specify)</i>		
<b>Total Maintenance and Repairs</b>		
<b>Total Operating Costs</b>		

**Do you maintain a replacement reserve fund?**

- No  
 Yes – 2013 contribution \$ \_\_\_\_\_

**Capital Expenditure** \$ \_\_\_\_\_ Please specify: \_\_\_\_\_

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