Medicine Hat

ASSESSMENT REQUEST FOR INFORMATION
MOBILE HOME PARK
2022 Assessment Year

The *Municipal Government Act* (MGA) authorizes collection of this information under s.294(1)(b), s.295(1) and s.295(4).

This information is due on or before July 6, 2022

Property Address: 123 Main Street SE	**Tax Roll Account:** 999999
Property Owner Name: Company 123 Inc. Company ZXY Ltd.	
Name of Park: ABC Mini Storage	
Total Sites on Property: 10	

Please provide the most recent annual fiscal period ended prior to July 2022. The information reported below should be taken from your most recent audited financial report. (i.e., If the owner's fiscal period is June to May, the period to report is June 1, 2021 to May 31, 2022.)

FROM May 1, **20** 21 **TO** April 30, **20** 22

****ALTERNATIVELY**, actual annual Rent Rolls **AND** Income & Expense Statements for the most recent fiscal period, may be provided.

To be considered complete, Rent Rolls and Financial Statements **MUST** cover all requested information.

Please Note: If you have any questions about the data collected, or require help completing the form, contact an Assessor at the City of Medicine Hat at 403-529-8114, ext. 2 or via email to assessment@medicinehat.ca.

An assessment for your property will be prepared using any available information should you fail to report the information requested. Thank-you for your co-operation.

EXAMPLE

PROPERTY INCOME

Site or Unit #	Asking Rent if Vacant	Actual Rent as of June 2022	Date of Last Rent Change	Number of Months Vacant
1		$ 600	May 2021	
2		$ 650	May 2021	
3	$ 700		May 2020	1
4		$ 550	May 2019	
5		$ 600	May 2020	
6	$ 700		May 2020	3
7		$ 550	May 2019	
8		$ 700	May 2021	
9		$ 600	May 2019	
10		$ 650	May 2019	
11		$ 600	May 2019	
12		$ 700	May 2021	
13		$ 550	May 2019	
14		$ 650	May 2019	
15		$ 700	May 2021	
16	$ 700		May 2020	1
17		$ 600	May 2020	
18		$ 650	May 2020	

If you need extra space, please attach additional page.

Vehicle / RV Parking Income	
Number of Stalls Rented	5
Monthly Rent per Stall	$ 300
Other Parking Income	$ 2,500

Other Income (Annual)	
Common Area Charges	$
Laundry	$ 5,000
Other Income *(Please Specify)* Retail Store	$ 14,400

This information is collected under the authority of the *Municipal Government Act,* RSA 2000, c. M-26 Sections 294, 295, 328 for property assessment purposes. It is protected under the *Freedom of Information and Protection of Privacy Act,* RSA 2000, c. F-25.

Tax Roll Acct: 999999

PROPERTY EXPENSES (Actual Annual Property Expenses)

(DO NOT INCLUDE mortgage, bank charges, debt charges, depreciation, or business expenses)

GENERAL:	AMOUNT PAID
Management	$
Wages: Caretaker	$ 40,000
Annual Insurance	$ 5,000
Utilities (water, sewer, power, gas, cablevision, internet)	$ 7,000
Property Taxes	$ 13,000
License Fees	$
MAINTENANCE & REPAIR:	
Painting / Decorating	$ 2,200
Repairs / Maintenance *(Please specify in comment section below)*	$ 8,000
Grounds Maintenance	$ 5,000
Snow Removal	$ 4,500
MISCELLANEOUS:	
Supplies	$ 2,500
Legal & Audit	$ 2,600
Advertising / Marketing	$ 1,500
Other *(Please Specify)*	$
TOTAL ACTUAL ANNUAL REPORTED EXPENSES	**$** 91,300

CAPITAL EXPENDITURE

Items Replaced or Upgraded *i.e., infrastructure, capital upgrades (not mobile home renovations)*	**Year Built**	**Year of Renovation**	**Cost**
Park/Play Ground	2021	2021	$80,000

If you need extra space, please attach additional page.

COMMENTS

- Other Parking Income = $2,500 is an annual amount for an empty parking spot tenants can rent

Repairs / Maintenance: - Road Patching = $6,500

- Sign Replacement/Repair = $1,500

APPRAISAL

Was there an appraisal done on the property in the last 3 years? (●) Yes ( ) No

If Yes, Date of Appraisal: May 16, 2020 Purpose of Appraisal: Listing for Sale Amount: $ 960,200

CERTIFICATION

All information provided herein has been examined by me and is true, current, and complete to the best of my knowledge.

Signature: _____ Name: John Doe

Daytime Phone No: (403)555-5555 Email: johndoe@company123inc.ca

Date: June 15, 2022

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EXAMPLE