

SECTION A: OWNER OCCUPIED / NON-ARM'S LENGTH LESSEE OCCUPIED

Property Address:	Tax Roll Account:
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FROM _____ 20 _____ TO _____ 20 _____
Same period as listed on Page 1

ANNUAL OPERATING COSTS

Expense	Amount
Building Insurance	
Repairs & Maintenance Expense* Regular / Reoccurring	
Property Tax	

Expense	Amount
Utilities	
Capital Expense** Major Repairs <i>(Please list in comments below)</i>	
Condo Fees	

*Repair & Maintenance Expense is one that generally reoccurs over a short period. (i.e., the cost of painting - completed each year)

**Capital Expense gives a lasting benefit, advantage or extends the useful life of your property or improves it beyond its original condition. (i.e., the cost of replacing a roof - every 20 years)

BUILDING INFORMATION

Please indicate total area of each building based on external dimensions and indicate degree of finish.

Building #1	ft ²	
Main Floor Area		
2nd Floor Area		
Mezzanine	Finished	Storage
Basement Floor Area	Finished	Storage

Building #2	ft ²	
Main Floor Area		
2nd Floor Area		
Mezzanine	Finished	Storage
Basement Floor Area	Finished	Storage

*If property has additional buildings or additional floors, please list in the comments.

COMMENTS

CERTIFICATION

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

Signature: _____ Date: _____

SECTION B: TENANT / LESSEE OCCUPIED - TENANT ROLL

Property Address:	Tax Roll Account:
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FROM _____ 20____ TO _____ 20_____

Same period as listed on Page 1

All units and each of their floor locations (main, basement, 2nd, etc... including storage space) must be included on this form whether occupied or vacant.

PLEASE INDICATE ASKING RENT OF VACANT SPACES. DO NOT INCLUDE GST.

If you need extra space, please photocopy this page.

SPACE DESCRIPTION

	A Tenant Unit Number	B Tenant Business Name(s)	C Occupancy Type <small>O=Owner / T=Tenant / V=Vacant</small>	D If Vacant: How many months has the unit been vacant?	E Space Type <small>R=Retail / O=Office / W=Warehouse / L=Land</small>	F Unit Area per Floor <small>Square Feet</small>	G Floor Location <small>B=Bsmt / M=Main / MZ=Mezzanine / 2 =2nd floor</small>
	#101	Tenant A (example)	T	4 or N/A	R	2000	M
i.							
ii.							
iii.							
iv.							
v.							
Total Area of All Units <small>(include all owner occupied, rented and vacant areas)</small>							ft ²

LEASE DETAILS

	A Tenant Unit Number	H Start Date (mmm-yy) <small>Original lease date</small>	I Renewal Date (mmm-yy) <small>Beginning of current Lease Term</small>	J Expiry Date (mmm-yy)	K Term <small># Years / M-M=Month to Month</small>	L New, Renewal or Step-Up <small>N=New / R=Renewal / S=Step-up</small>	M Lease Type <small>NNN=Triple Net / S=Semi Net / G=Gross</small>	N Lease Rent (\$/month) <small>DO NOT INCLUDE GST</small>
	#101	Jan-20	Jan-22	Jan-24	2	R	S	\$2,000
i.								
ii.								
iii.								
iv.								
v.								

OPERATING COST INFORMATION

Please indicate if each expense is paid by the Owner or Tenant (O=Owner / T=Tenant / ?=if amount is unknown)

	A Tenant Unit Number	O Building Insurance (\$ / month) <small>Paid By O/T</small>		P Regular Maintenance & Repairs (\$ / month) <small>Paid By O/T</small> <small>Provide details on next page.</small>		Q Property Tax (\$ / month) <small>Paid By O/T</small>		R Utilities (\$ / month) <small>Paid By O/T</small>		S Condo Fees (\$ / month) <small>Paid By O/T</small>	
	#101	\$100	O	\$200	O	\$100	T	?	T	\$100	O
i.											
ii.											
iii.											
iv.											
v.											

SECTION B: TENANT / LESSEE OCCUPIED - TENANT ROLL

DETAILED TENANT INFORMATION - ADDITIONAL COMMENTS

Column #	Details
P (example)	Annual HVAC Maintenance = \$50/month and Yard Maintenance = \$150/month. (Do not include structural repairs.)

INCENTIVE INFORMATION

Have you offered any incentives? Yes No

Incentive Details

LEASE STEP-UP DETAILS (Date of Change and Change Amount, from Page 5 - Column L)

ADDITIONAL COMMENTS

CERTIFICATION

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

Signature: _____ Date: _____