

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 5, 2023**

<b>Property Address:</b> 123 Main Street SE	<b>Tax Roll Account:</b> 999999
<b>Property Owner Name:</b> Company 123 Inc. Company XYZ Ltd.	
<b>Name of Mini Storage:</b> ABC Mini Storage	
<b>Total Number of Units:</b> 10	

Please provide the most recent annual fiscal period ended prior to July 2023. 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, 2022 to May 31, 2023.)

**FROM** May 1, **20** 22 **TO** April 30, **20** 23

**\*\*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](mailto: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.

### BUILDING DETAILS

Building No./ID	Building Size	Climate Controlled?
ie. Bldg 1	5000 sf	Heat
ie. Bldg 2	6100 sf	No heat
Building #1	640 Ft2	No Heat
Building #2	600 Ft2	Heat

Building No./ID	Building Size	Climate Controlled?
ie. 10 Sea Cans	1600 sf	No heat
1 Sea Can	160 Ft2	No Heat
1 Sea Can	320 Ft2	No Heat

### PROPERTY INCOME

Please include both occupied and vacant units in the report below (or rent roll).

Unit Number / ID	Unit Location / Building	Unit Type <i>(Enclosed, Sea Can, RV, Etc.)</i>	Unit Size <i>(List Each Size on Separate Line)</i>	Heated Or Unheated <i>(H = Heated / U = Unheated)</i>	Monthly Rent Rate <i>DO NOT INCLUDE GST</i>	# Of Months Occupied	
ie.	1	Bldg #1	Enclosed	5'x10'	H	\$75	8/12
	A	N/A	Sea Can	8'x20'	U	\$150	5/12
101	Building #1	Enclosed	8'x20'	U	\$180	12/12	
102	Building #1	Enclosed	8'x20'	U	\$180	11/12	
103	Building #1	Enclosed	8'x20'	U	\$180	12/12	
104	Building #1	Enclosed	8'x20'	U	\$180	12/12	
201	Building #2	Enclosed	10'x30'	H	\$260	10/12	
202	Building #2	Enclosed	10'x30'	H	\$260	12/12	
SC1	N/A	Sea Can	8'x20'	U	\$150	11/12	
SC2	N/A	Sea Can	8'x40'	U	\$200	12/12	
RV1	N/A	RV	12'x30'	U	\$40	6/12	
RV2	N/A	RV	12'x30'	U	\$40	6/12	
<b>Other Rent Income</b> (Please specify in comment section on Page 2.)					<b>\$ 8,000</b>		

*If you need extra space, please attach additional page.*

**PROPERTY EXPENSES (Actual Annual Property Expenses)**  
 (DO NOT INCLUDE mortgage, bank charges, debt charges, depreciation, or business expenses)

GENERAL:	AMOUNT PAID
Management	\$
Wages: Caretaker	\$
Annual Insurance	\$ 2,000
Utilities (water, sewer, power, gas)	\$ 2,700
Property Taxes	\$ 7,000
License Fees	\$ 150
<b>MAINTENANCE &amp; REPAIR:</b>	
Painting / Decorating	\$ 200
Repairs / Maintenance <i>(Please specify in comment section below)</i>	\$ 300
Grounds Maintenance	\$ 500
Snow Removal	\$ 1,000
<b>MISCELLANEOUS:</b>	
Supplies	\$ 1,100
Legal & Audit	\$ 1,000
Advertising / Marketing	\$ 2,000
Other <i>(Please Specify)</i>	\$
<b>TOTAL ACTUAL ANNUAL REPORTED EXPENSES</b>	<b>\$ 17,950</b>

**CAPITAL EXPENDITURE**

Items Replaced or Upgraded <i>i.e., infrastructure, capital upgrades</i>	Year Built	Year of Renovation	Cost
Replaced Furnace on Building #2	1981	2022	\$10,000

*If you need extra space, please attach additional page.*

**COMMENTS**

Other rent Income: - Moving Supplies (Boxes, Tape, Locks...) = \$8,000 Annual

Repairs / Maintenance: - Repaired Door Rollers on Unit 101 = \$50

- Repaired Door Hinges on Unit SC1, and SC2 = \$100

- Yearly Furnace Maintenance for Units 201 & 202 = \$150

**APPRAISAL**

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

If Yes, Date of Appraisal: May 16, 2021 Purpose of Appraisal: Listing for Sale Amount: \$250,000

**CERTIFICATION**

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

Signature: John Doe

Name: John Doe

Daytime Phone No: (403)555-5555

Email: johndoe@company123inc.ca

Date: June 15, 2023