

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 9, 2025**

Property Address:	Tax Roll Account:
Property Owner Name:	
Name of Mini Storage:	
Total Number of Units:	

Expenses must reflect the annual fiscal period ended prior to July 1, 2025.
To be considered complete, Rent Rolls and Financial Statements **MUST** cover all requested information.

Note: Assessment values are prepared using any other available information should this request fail to be completed.

BUILDING DETAILS

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

Building No./ID	Building Size	Climate Controlled?
ie. 10 Sea Cans	1600 sf	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
i.e.	1	Bldg #1	Enclosed	5'x10'	H	\$75	8/12
	A	N/A	Sea Can	8'x20'	U	\$150	5/12
Other Rent Income <i>(Please specify in comment section on Page 2.)</i>							

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	
Utilities (water, sewer, power, gas)	
Property Taxes	
License Fees	
MAINTENANCE & REPAIR:	
Painting / Decorating	
Repairs / Maintenance <i>(Please specify in comment section below)</i>	
Grounds Maintenance	
Snow Removal	
MISCELLANEOUS:	
Supplies	
Legal & Audit	
Advertising / Marketing	
Other <i>(Please Specify)</i>	
TOTAL ACTUAL ANNUAL REPORTED EXPENSES	

CAPITAL EXPENDITURE

Items Replaced or Upgraded <i>i.e., infrastructure, capital upgrades</i>	Year Built	Year of Renovation	Cost

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

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

If Yes, Date of Appraisal: _____ Purpose of Appraisal: _____ Amount: _____

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: _____

Daytime Phone No: _____

Email: _____

Date: _____