

2023

ASSESSMENT METHODOLOGY

COMMERCIAL OFFICES SUBURBAN

A summary of the methods used by the City of Edmonton in determining the value of commercial office properties in suburban Edmonton for assessment purposes.

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Scope

This guide explains how Suburban Office properties are valued for assessment purposes. The guide is intended as a tool and complements the assessor's judgment in the valuation process. **Valuation Date** refers to the legislated date of July 1, 2022.

Introduction

Property assessments in the City of Edmonton are prepared in accordance with the requirements of the Municipal Government Act, R.S.A. 2000, c. M-26, (hereinafter "MGA") and the *Matters Relating to Assessment and Taxation Regulation, 2018*, Alta Reg 203/17, (hereinafter "MRAT"). The MRAT regulation establishes the valuation standard to be used, defines the procedures to be applied, and proposes objectives for the quality to be achieved in the preparation of assessments. The legislation requires the municipality to prepare assessments that represent market value by application of the mass appraisal process. All assessments are expected to meet quality standards prescribed by the province in the MRAT regulation.

Property assessments represent:

- an estimate of the value;
- of the fee simple estate in the property;
- as the property existed on December 31, 2022;
- reflecting typical market conditions;
- as if the property had been sold on July 1, 2022;
- on the open market;
- from a willing seller to a willing buyer.

The assessment is an estimate of the value that would result when those specific, defined conditions are met.

The legislation requires the City of Edmonton to assess the fee simple estate.

"Fee simple interest [is] absolute ownership unencumbered by any other interest or estate... leased fee interest [is] the ownership interest held by the lessor, which includes the right to the contract rent specified in the lease plus the reversionary right when the lease expires... leasehold interest [is] the interest held by the lessee (the tenant or renter) through a lease conveying the rights of use and occupancy for a stated term under certain conditions."

Appraisal Institute of Canada, The Appraisal of Real Estate Third Canadian Edition, Vancouver, Canada, 2010, page 6.4

Both *market value* and *property*, along with additional terms are defined in the *MGA* and *MRAT*:

s.284(1)(r) “**property**” means

- (i) a parcel of land
- (ii) an improvement, or
- (iii) a parcel of land and the improvements to it

MGA s.284(1)(r)

s.1(k) “**regulated property**” means

- (i) land in respect of which the valuation standard is agricultural use value,
- (ii) designated industrial property, or
- (iii) machinery and equipment

MRAT s.1(k)

s.9(1) the **valuation standard** for the land and improvements is market value unless subsection (2)... applies

MRAT s.9(1)

s.1(1)(n) “**market value**” means the amount that a property, as defined in section 284(1)(r), might be expected to realize if it is sold on the open market by a willing seller to a willing buyer

MGA s.1(1)(n)

s.5 An assessment of property based on **market value**

- (a) must be prepared using mass appraisal,
- (b) must be an estimate of the value of the fee simple estate in the property, and
- (c) must reflect typical market conditions for properties similar to that property

MRAT s.5

s.289(2) Each assessment must reflect

- (a) the characteristics and physical condition of the property on **December 31** of the year prior to the year in which a tax is imposed

MGA s.289(2)(a)

s.6 Any assessment prepared in accordance with the Act must be an estimate of the value of a property on **July 1** of the assessment year

MRAT s.6

s.1(g) “**mass appraisal**” means the process of preparing assessments for a group of properties using standard methods and common data and allowing for statistical testing

MRAT s.1(g)

Mass Appraisal

Mass appraisal is the legislated methodology used by the City of Edmonton for valuing individual properties, and involves the following process:

- properties are stratified into groups of comparable properties;
- common property characteristics are identified for the properties in each group;
- a uniform valuation model is created for each property group.

31(c) **“valuation model”** means the representation of the relationship between property characteristics and their value in the real estate marketplace using a mass appraisal process

MRAT s.31(c)

The following two quotations indicate how the International Association of Assessing Officers distinguishes between mass appraisal and single-property appraisal:

“... single-property appraisal is the valuation of a particular property as of a given date: mass appraisal is the valuation of many properties as of a given date, using standard procedures and statistical testing.”

“Also, mass appraisal requires standardized procedures across many properties. Thus, valuation models developed for mass appraisal purposes must represent supply and demand patterns for groups of properties rather than a single property.”

Property Appraisal and Assessment Administration, pg. 88-89

For both mass appraisal and single-property appraisal, the process consists of the following stages:

	Mass Appraisal	Single Appraisal
Definition and Purpose	Mass appraisal is used to determine the assessment base for property taxation in accordance with legislative requirements.	The client specifies the nature of the value to be estimated, this includes: rights to be valued, effective date of valuation, and any limiting conditions.
Data Collection	Mass appraisal requires a database of property characteristics and market information.	The extent of data collection is specific to each assignment and depends on the nature of the client's requirements.
Market Analysis	Mass appraisal is predicated on highest and best use.	Market analysis includes the analysis of highest and best use.
Valuation Model	Valuation procedures are predicated on groups of comparable properties.	Subject property is the focus of the valuation. The analysis of comparable properties is generally six or less.
Validation	The testing of acceptable analysis and objective criteria.	The reliability of the value estimate is more subjective. Acceptability can be judged by the depth of research and analysis of comparable sales.

Valuation Model

A valuation model creates an equation of variables, factors and coefficients that explains the relationship between estimated market value and property characteristics. An assessed value is then calculated by applying the appropriate valuation model to individual properties within a property type.

- s31 (a) **“coefficient”** means a number that represents the quantified relationship of each variable to the assessed value of a property when derived through a mass appraisal process
- (b) **“factor”** means a property characteristic that contributes to a value of a property;
- (d) **“variable”** means a quantitative or qualitative representation of a property characteristic used in a valuation model

MRAT, s.31 (a), (b) and (d)

- s.33 Information prescribed ... does not include coefficients

MRAT, s.33(3)

Valuation Model

- variables are created from property characteristics;
- statistical analysis of how variables affect market value;
- factors and coefficients are determined;
- the resulting valuation models are applied to property characteristics.

Commercial Property Types

Office buildings are designed for general commercial occupancy where the majority of the space type is office use. Some of the typical uses include the offices of lawyers, accountants, engineers, architects, real estate and insurance firms, health and government services, corporate uses, administration and similar office support services.

Office buildings are grouped into two areas:

Downtown Office Buildings are office buildings that are located in the downtown districts. See 2023 Office Districts Map. For Downtown Office buildings, please see 2023 Downtown Assessment Methodology.

Suburban Office Buildings are office buildings that are located in suburban districts. See 2023 Office Districts Map.

There are other commercial property types in the marketplace, however only the pertinent ones are summarized below:

Shopping centre properties are commercial establishments grouped into two formats: open air and enclosed format properties. Enclosed format properties are malls, which include super-regional, regional, and community shopping centres. Open air format properties include; power centres, neighbourhood shopping centres and box retail. Please refer to the 2023 Neighbourhood, Power Centre and Box Retail Assessment Methodology guide.

Retail properties are typically unanchored freestanding buildings. Multiple freestanding buildings can be found on the same property. This includes street-front retail that may be abutting other retail properties. They are typically pedestrian-oriented. In conjunction with retail space, various uses on other floors can be found, such as residential and/or office space. Some will have on-street parking with pedestrian traffic.

Retail Plazas are properties that consist of 3 or more retail spaces or units often laid out in a continuous straight line (strip), a 'U' or 'L' shape configuration and are typically unanchored. Each individual unit may have outside signage which can be seen from the street. They are typically vehicle-oriented while some will have on-street parking with pedestrian traffic. Generally, each unit has a separate customer entrance, some may be accessed through a common corridor area. One or more retail orientated buildings may be on the parcel.

Additional details are available in the 2023 Neighbourhood, Power Centre and Box Retail Assessment Methodology and the 2023 Retail and Retail Plaza Assessment Methodology, which are available online at Edmonton.ca.

Approaches to Value

The approaches to determine market value are the direct comparison, income, and cost approaches.

Direct Comparison Approach	Typical market value (or some other characteristic) is determined by referencing comparable sales and other market data. It is often used when sufficient sales or market data is available. It may also be referred to as the Sales Comparison Approach.
Income Approach	This approach considers the typical actions of renters, buyers and sellers when purchasing income-producing properties. This approach estimates the typical market value of a property by determining the present value of the projected income stream. Often used to value rental or leased property.
Cost Approach	Typical market value is calculated by adding the depreciated replacement cost of the improvements to the estimated value of land. It is often used for properties under construction or when there is limited market data available.

Income Approach

For this property type, the assessment is determined using the income approach. The income approach best reflects the typical actions of buyers and sellers when purchasing income-producing properties. The City of Edmonton requests financial information from owners during the annual Request for Information (RFI) process.

Annually, property owners are required to provide the following via the RFI process:

- A completed Commercial Tenant Roll Form including information about space types (office, retail, warehouse, storage); tenant location; lease term; lease rate; operating expenses; tenant inducements and type; landlord and tenant improvements; escalations; other rent (signage, percent rent) and vacant space.
- Year-end financial statements including the Income Statement, a Schedule of Income and Expenses, and Notes.
- A complete Parking Details form including parking location, the number and type of stalls and rate per stall.
- Yearly Expenses for owner occupied properties including power, water & sewer, gas, waste removal, insurance and structural repairs.
- For 2023, an Income Addendum requesting information on abatements and deferrals was sent to property owners. In addition, the Income Addendum also requested information on abandoned, breached or amended leases.

The Income model analyzes the relationship between the variables of income producing properties and their income. The City of Edmonton uses triple net rent in its income model. Unless noted specifically in the space type definition, for the 2023 valuation, income information from July 1, 2019 to July 1, 2022 was analyzed. The resulting model is then applied to the physical characteristics and attributes of every SuburbanOffice property to estimate each's property's market value assessment.

Sales information is received from the Land Titles Office. Sales are validated. Validation may include site inspections, interviews with involved parties, a review of land title documents, corporate

searches, third party information, and sales validation questionnaires. The resulting validated sales are used to develop capitalization rates to use in the income approach. ***Sale price reflects the condition of a property on the sale date and may not be equal to the assessed value.***

For the 2023 valuation, sales occurring from July 1, 2017 to June 30, 2022 were analyzed. Time adjustments are applied to sale prices to account for any market fluctuations occurring between the sale date and the legislated valuation date.

Income Approach Definitions

To provide a clear understanding of the terms used in the income approach, the following definitions are supplied.

Typical Market Rent is the rent currently prevailing in the market for properties comparable to the subject property (otherwise known as current economic rent). Current economic or market rents are used to form the basis of the valuation as opposed to actual rents, because in many cases actual rents reflect historical revenues derived from leases negotiated before the valuation date. In determining potential gross income, the assessor is not bound by the contractual rent between the landlord and tenant, but must determine rental income on the basis of what is typically paid in the market at the time of valuation.

In order to estimate market typical rents for buildings in the Suburban Office inventory for 2023 valuation, only new leases and lease renewals commencing within a 3 year period prior to the valuation date have been considered. Lease step ups have not been used to derive the market typical rents as a large enough dataset is provided by the new and renewal leases.

The City determines typical market rents for a full office floor. If a lease rate includes more than one unit on the same floor, or if a tenant has expanded into an additional unit on the same floor, the size of the units are combined into one rent for the floor/space occupied. If a rental rate includes an area on more than one floor, the rent is analyzed on a per floor basis. This is supported by the *Alberta Assessors' Association, Practicing Assessment in Alberta Handbook (PAAH): Office Buildings Valuation Guide, (2016), at p.19*

Base Rent / Net Rent is the stipulated or contract rent exclusive of additional charges to the property (taxes, insurance, utilities and maintenance). Base and net rent do not include GST.

Triple Net Rent is the rental structure where the tenant (lessee) pays all charges to the property (e.g.: taxes, insurance, utilities, maintenance) in addition to the stipulated or contract rent. Structural repairs are excluded from the tenant responsibility.

Effective Rent, generally defined, is the rental rate net of financial concessions such as periods of free rent during the lease term. As explained below, the City does not adjust rental rates for Tenant Improvements. For 2023 valuation, the most common financial concession found in the Suburban Office market was free rent. An adjustment to the effective rent was made to reflect the periods of free rent. Please see Tenant Improvement Allowances and Tenant Inducements below.

Lease types include *gross leases, modified gross leases, single net leases, double net leases, and triple net leases*. These may not always mean the same thing in different markets. The expenses that are included in each type of rent vary from market to market. In general, the following distinctions can

be made:

- *Gross lease* - tenant pays rent and property owner pays expenses;
- *Modified gross lease or Semi-gross lease* - tenant and property owner share expenses;
- *Single net lease* - tenant pays utilities and taxes or insurance, and property owner pays structural repairs, property maintenance, and property taxes or insurance;
- *Double net lease* - tenant pays utilities, taxes, and insurance, and property owner pays structural repairs and property maintenance;
- *Triple net lease* - tenant pays utilities, taxes, insurance, and maintenance, and property owner pays or structural repairs only
 - o **New** is a new lease agreement of a tenant occupying a space that was vacant or occupied by a previous tenant, may include tenant expansion.
 - o **Renewal** is when a new lease agreement occurs with an existing tenant, where the rents and terms are negotiated based on market conditions at the time of renewal. Renewals typically don't include an option to renew/renewal options where terms and conditions were predetermined.
 - o **Step-Up** is a scheduled change to the rental rate within the term of the existing lease.

Tenant Improvement Allowances is a dollar amount or allowance provided to the tenant by the landlord for the renovation or completion of the interior finish, which may or may not equal the full cost of construction or remodeling.

The City of Edmonton does not adjust for tenant improvement allowances. As the City is mandated through legislation to assess the *Fee Simple interest* of each property, it is inherent that the estimated market rent reflects fully finished space. When a tenant and landlord negotiate a base rental rate with a tenant improvement allowance as part of the rental agreement, they have agreed upon the rent that they believe the space can achieve as fully finished, not the rent it would achieve in its current state.

Tenant Inducements are incentives provided by landlords either to attract new tenants or retain existing tenants. Described below are the most common forms of tenant inducements:

- Common area expense or operating expense reimbursement is a form of tenant inducement where operating expenses in excess of a predetermined base amount are reimbursed.
- Relocation allowance is a credit offered by a landlord to cover relocation expenses incurred by tenants.
- A buyout is a termination of an existing lease whereby the landlord agrees to pay the remainder or terminate the original lease on behalf of the tenant.
- Cash payments are a signing bonus paid to tenants that enter into a new lease agreement.
- Free rent or discounted rent is an abatement of rent during some period of the lease term. Free rent is a reduction in the face rental rate, the amount appearing on the face of the lease, for a stated period of time. This adjustment is generally applied at the beginning of the lease term. For example, a lease is signed with free rent for the first three months of a five year lease.

Based on the information provided to the City of Edmonton through the RFI process, for 2023 valuation, the most common tenant inducement found in Suburban office properties was periods of free rent. Therefore, the City of Edmonton has taken periods of free rent into account when determining typical market rent. To account for free rent, the base rental rate is adjusted by amortizing the total amount of the free rent over the term of the lease.

Operating Expenses (OE) are the periodic expenditures necessary to maintain the real property and continue the production of the effective gross income; these are accounted for by the vacancy shortfall and structural allowances in the Assessment Detail Report.

Common Area Maintenance (CAM) are the charges that reflect the costs of operating the interior and exterior common areas of a commercial property, and therefore include expenses for cleaning, utilities, heating, insurance, garbage & snow removal, and management fees.

Potential Gross Income (PGI) is the total current market rent for all space types that would be collected if the property were fully occupied at the date of valuation. In estimating PGI, the assessor distinguishes between market rent and contract rent. Market rent is the rate prevailing in the market for comparable properties and is used in calculating market value by the income approach. Contract rent is the actual amount agreed to by the landlord and tenant. ***Potential gross income is derived by multiplying all Gross Leasable Areas (GLA) in the building by the current market rent for each particular space type.***

$$\text{GLA} \times \text{Market Rent for Space} = \text{PGI}$$

Vacancy and Collection Loss Allowance is a deduction from the potential gross income for typical vacancy and collection losses, assuming typical market conditions and typical management. Vacancy losses are best described as an allowance for vacant space as of the valuation date. Collection losses are considered unpaid rents that the landlord is unlikely to recover. For the 2023 assessment, both a vacancy and collection loss study were developed. The results of these studies were then added together in order to form the vacancy and collection loss allowance. The raw data for these studies came from tenant rolls, the Income Addendum, and year-end financial statements. Deferrals were not considered as part of collection loss because these are unpaid contractual rents that were agreed to be paid at a future date. These allowances are usually expressed as a percentage of potential gross income.

Should a property demonstrate a history of higher than typical vacancy, the City may apply an adjusted stabilized vacancy and collection loss allowance (chronic vacancy). Chronic Vacancy is applied on a CRU or office basis. In order to qualify for chronic vacancy all of the following criteria must be met:

- 3 consecutive years of rent rolls immediately preceding the valuation date must be provided;
- All 3 years of rent rolls must show that the property has experienced a vacancy rate greater than the current typical vacancy allowance range - For example, if the typical vacancy allowance is 6% then each year's vacancy must be at least 10%;
- The rent rolls must be provided during the RFI process;
- The vacant space must have been actively marketed during the chronically vacant period;
- Storage space is not included in the vacancy allowance calculation;

If the preceding criteria is met, then the average of the 3 years will determine which stabilized vacancy and collection loss allowance is applied. The ranges and the corresponding stabilized vacancy and collection loss allowances are demonstrated in the chart below.

Actual Vacancy Range (over three years)	Stabilized Vacancy and Collection Loss Allowance
0% to <10%	Apply typical allowance
≥ 10% to <20%	10%
≥ 20% to < 30%	15%
≥ 30% to < 40%	20%
≥ 40% to < 50%	25%
≥ 50% to < 60%	30%
≥ 60% to < 80%	35%
≥ 80% to < 100%	40%

Effective Gross Income (EGI) is the anticipated income from all operations of real property adjusted for vacancy and collection loss.

$$\text{PGI} - \text{Vacancy Allowance} = \text{EGI}$$

Vacancy Shortfall is an expense related to the cost of carrying vacant space. Though the space is vacant there are still costs associated that the owner must pay, such as operating expenses, heating, security, property taxes, etc. Storage space is not included in the vacancy shortfall calculation.

$$\text{GLA} \times \text{Vacancy Allowance} \times \text{CAM} = \text{Vacancy Shortfall}$$

Net Operating Income (NOI) is the actual or anticipated (before income tax) net income from the operation of the property after deducting all expenses from the effective gross income but before debt servicing costs. The term is often abbreviated to net income and sometimes stated as net income before recapture.

$$\text{EGI} - \text{OE} = \text{NOI}$$

Structural Allowance is an allowance provided to cover items which require periodic replacement

because they wear out more rapidly than the building itself. Typically, under the terms of conventional triple net leases, all operating expenses and property taxes are fully recouped by the landlord from the tenant. The only exception relates to items of a structural and or capital nature, which are normally excluded from such recoveries. ***Rather than lump sum deductions, a structural allowance is applied annually over the economic life of the property regardless of whether any expenses were incurred in any given year.***

Overall Capitalization Rate (Cap Rate) reflects the relationship between the anticipated net operating income from a single year (or a median of several years) and the total price or value of the property. The cap rate converts net operating income into an indication of property value. The cap rate, in its basic formula, is found by dividing net operating income by the sale price. ***The City of Edmonton derives the typical cap rate by time-adjusting the sale prices of similar Suburban Office properties from the past 5 years to the valuation date; deriving a net operating income for each of these sales using typical market rents, vacancy and collection loss allowances and operating costs; and then dividing the estimated net operating incomes by the time-adjusted sale prices.***

$$\text{NOI} \div \text{CAP RATE} = \text{MARKET VALUE ESTIMATE}$$

Sample Assessment Detail Report

Assessment Detail Report

2023 SUBURBAN OFFICE VALUATION SUMMARY

Roll Number: 123456789 SAMPLE

Name: Sample Building

Address: Sample Avenue

District: WEA

Classification: B

Legal Description: Sample Plan: 1 Sample Block: A Sample Lot: 1

Valuation Date: July 1, 2022

Year Built: 1970

Effective Year Built: 1980

Lot Size (ft²): 5,000

Gross Leasable Area (ft²): 4,000

Actual Zoning: 1B

Effective Zoning: CB1

Property Assessment:

\$2,323,000

Space Types	Gross Leasable Area (ft²)	Market Rent/ft²	Total
Office Space	1,000	\$20.00	\$20,000
Office - Other	500	\$10.00	\$5,000
CRUs ≤ 1,000 ft²	0	\$0.00	\$0
CRUs 1,001 to 3,000 ft²	2,000	\$15.00	\$30,000
CRUs 3,001 to 5,000 ft²	0	\$0.00	\$0
CRUs 5,001 to 10,000 ft²	0	\$0.00	\$0
CRUs ≥ 10,001 ft²	0	\$0.00	\$0
CRU - Bank	0	\$0.00	\$0
CRU - Drug Store	0	\$0.00	\$0
CRU - Restaurant ≤ 3,000 ft²	0	\$0.00	\$0
CRU - Restaurant ≥ 3,001 ft²	0	\$0.00	\$0
CRU - Restaurant Fast	0	\$0.00	\$0
CRU - Warehouse	0	\$0.00	\$0
CRU - Other	0	\$0.00	\$0
Storage	500	\$5.00	\$2,500
Underground Parking Stalls	100	\$100.00	\$120,000
Aboveground Parking Stalls	0	\$0.00	\$0.00
Covered Parking Stalls	0	\$0.00	\$0.00
Surface Parking Stalls	0	\$0.00	\$0.00
Total Gross Leasable Area (ft²):		4,000	
Potential Gross Income			\$177,500

Less: Vacancy and Collection Loss

Office	5.0%	\$7,250
CRU	7.0%	\$2,100
Effective Gross Income		\$168,150

Less: Expenses

Structural Allowance	2.0%	\$3,363
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Less: Vacancy Shortfall

Office	75	\$10.00	\$750
CRU	140	\$10.00	\$1,400
Net Operating Income			\$162,637

Stabilized Value

Capitalization Rate	7.00%
Value Subtotal	\$2,323,386

Other Value Adjustments

Additional Buildings	\$0
Associated Lots	
Buildings Under Construction	
Construction Allowance (Shell Space Allowance)	
Excess Land	
Surplus Land	

2023 Market Value Estimate (Rounded)

\$2,323,000

COMMENTS

OFFICE GLA x MARKET RENT = OFFICE PGI

Example: (1,000 ft² x \$20) + (500 ft² x \$10) = \$25,000

CRU GLA x MARKET RENT = CRU PGI

Example: 2,000 ft² x \$15 = \$30,000

STORAGE GLA x MARKET RENT = STORAGE PGI

Example: 500 ft² x \$5 = \$2,500

(PARKING STALLS x MARKET RENT PER MONTH) x 12 = PARKING PGI

Example: 100 stalls x \$100 = \$10,000/month x 12 months = \$120,000/year

TOTAL OFFICE PGI + TOTAL CRU PGI + TOTAL STORAGE PGI + TOTAL PARKING PGI = TOTAL PGI

Example: \$25,000 + \$30,000 + \$2,500 + \$120,000 = \$177,500

(OFFICE PGI + PARKING PGI) x TYPICAL VACANCY RATE

Example: (\$25,000 + \$120,000) = \$145,000 x 0.5 = \$7,250

CRU PGI x TYPICAL VACANCY RATE

Example: \$30,000 x 0.07 = \$2,100

PGI LESS VACANCY LOSS = EGI

Example: \$177,500 - (\$7,250 + \$2,100) = \$168,150

EGI LESS STRUCTURAL ALLOWANCE

Example: \$168,150 x 0.02 = \$3,363

(TOTAL OFFICE GLA x TYPICAL VACANCY RATE) x TYPICAL VACANCY SHORTFALL = OFFICE VACANCY SHORTFALL

Example: (1,000 ft² x 0.05) = 75 x \$10 = \$750

(TOTAL CRU GLA x TYPICAL VACANCY RATE) x TYPICAL VACANCY SHORTFALL = CRU VACANCY SHORTFALL

Example: (2,000 ft² x 0.07) = 140 x \$10 = \$1,400

EGI LESS STRUCTURAL ALLOWANCE LESS VACANCY SHORTFALL = NOI

Example: \$168,150 - (\$3,363 + \$750 + \$1,400) = \$162,637

NOI / CAP RATE = MARKET VALUE SUBTOTAL

Example: \$162,637 / 0.07 = \$2,323,386

FINAL MARKET VALUE ESTIMATE UTILIZING THE INCOME APPROACH (Rounded down to the nearest 500)

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Variables

Not all variables affect market value. Below is the list of variables that affect the assessment of Suburban Offices for 2023.

Classification	Location
Size	Space Types

Classification

Suburban office properties are stratified into groups that are comparable to one another in terms of their overall desirability and marketability. Characteristics that may be considered in classification are quality, condition, effective year built, gross leasable area, sufficient parking, traffic influence, proximity to the Edmonton Transit System and amenities such as daycares, fitness centres, etc.

AA class office buildings are the most desired in the market and are generally of high quality. They are typically newer, well maintained and may include unique high end finishes. These buildings typically offer premium characteristics and amenities to well-known tenants.

A class office buildings are generally well maintained and include good quality functional office finish. These buildings are slightly inferior to AA buildings. These buildings typically offer above average characteristics and amenities to their tenants.

B class office buildings are generally smaller and older in comparison to A class buildings and are more basic. These buildings are generally well maintained and include functional office finish. These buildings typically offer average characteristics and amenities to their tenants.

Capitalization rates are based on Classification. Classification also affects rental rates.

Location

Office properties are stratified based on geographic areas referred to as districts. The City of Edmonton stratifies the Suburban Office Inventory into eight districts:

118 Avenue/Kingsway (118)	124 Street (124)	149 Street (149)	Eastgate (EGA)
South Henday (SHA)	Southside (SSA)	West End (WEA)	Whyte Avenue (WAA)

Location influences rental rates. For example, rental rates for “B” class properties in one district may differ from the rental rates of a “B” class property in another district.

For Downtown Office properties, refer to the *2023 Downtown Office Assessment Methodology*.

Size

Size refers to the total gross building area and gross leasable area.

Gross Building Area (GBA) is the total floor area of a building, including below-grade space but excluding unenclosed areas, measured from the exterior of the walls. All enclosed floors of the building including basements, mechanical equipment floors, penthouses, and the like are included in the measurement. Parking spaces and parking garages are excluded.

Gross Leasable Area (GLA) is the total area designed for the occupancy and exclusive use of the tenants, including basements and mezzanines; measured from the centre of joint partitioning to the outside wall surface. For Suburban office buildings, typically the GLA reported by owners on their returned RFI documents is the size used.

Capitalization rates are based on the classification of a building as well as the gross leasable area of all the buildings on the parcel. Gross leasable area for a Suburban Office property is stratified into two groups:

25,000 ft² ABOVE : The total gross leasable area is greater than or equal to 25,000 ft²

25,000 ft² BELOW: The total gross leasable area is less than 25,000 ft²

Space Types

Space type has an influence on rental rates and rental rates may vary by district.

Commercial Retail Units (CRUs) are finished spaces designed to offer utility to an array of commercial users. These units are typically located on the main floor with direct exterior or common area access. They have been stratified based on gross leasable area as follows:

CRU less than 1,000 ft²

CRU 1,001 to 3,000 ft²

CRU 3,001 to 5,000 ft²

CRU 5,001 to 10,000 ft²

CRU > 10,001 ft²

CRU-Bank is specialized space that has advanced security measures such as; reinforcement of walls, safes and electronic deterrents and other features to keep the space secure.

CRU-Drug Store is specialized space for medical service and their construction will include secured areas for controlled pharmaceuticals and may include clinic and retail areas. CRU-Drug Stores are 3,500 square feet or more.

CRU-Restaurant is a food or beverage service establishment that contains dedicated food or beverage preparation and may include a pick-up areas. May also contain a commercial kitchen area with improved ventilation, electrical & plumbing, public washroom facilities and dining area. This space type is stratified based on gross leasable area as follows:

Less than or equal to 3,000 ft² (Restaurant Small)

Greater than 3,001 ft² (Restaurant Large)

CRU-Restaurant Fast Food is a food or beverage service establishment that may have one or more drive-thru windows and may include a pick-up area. May also contain a commercial kitchen area with improved ventilation, electrical & plumbing, public washroom facilities and dining area.

CRU-Other is miscellaneous uses not identified under a space type category. This space type will offer similar utility to other CRU spaces but its location within a building makes it less desirable. E.g.: CRU Space in the basement.

CRU-Warehouse is unfinished space that contains one or more bay doors, and is typically utilized for storage, light manufacturing or product distribution.

Office is space that is utilized, designed or intended for office use, and typically located on the second floor or higher levels of a structure. Main floor office that experiences similar access and exposure as retail units is treated as a CRU space for the purpose of valuation.

Office-Other is finished office space that does not offer the same utility or desirability as typical office space because of a lack of natural lighting or windows. This type of space is typically found in basements or mezzanines. E.g.: office in basement or server rooms.

Parking is valued on a per stall basis and the parking rates vary depending upon the following parking types.

Underground: Parking located in a parking structure that is fully enclosed and protected from the outside elements.

Aboveground: Parking located in a parking structure that has limited protection from the outside elements. There is overhead coverage, but no protection on the sides.

Covered: Parking located on ground level that is not in a parking structure and has limited protection from the outside elements. There is overhead coverage, but no protection on the sides.

Surface: Parking located on ground level that is not covered and has no protection from the outside elements.

Roof Top: Parking located on top of a parking structure that has no protection from the outside elements. This type of parking stall is assessed at the same rate as surface parking.

Tandem Parking: refers to the placement of one parking space behind another parking space, such that only one parking space has unobstructed access to a driveway, road, or alley. A tandem stall is assessed as a single stall.

Storage is unfinished space that does not offer utility for other uses due to its small size, low ceiling height, lack of windows, lack of loading access, or its location within the structure. Storage space offers less utility than warehouse space, as it is typically located in a basement or mezzanine area.

Other Value Adjustments

Additional Building is the assessed value added for other buildings situated on the subject parcel.

Associated Lots is a reduction to a primary improved property based upon a separate but related associated parcel(s). This adjustment is applied when all, or part, of the land from the associated

parcel(s) is required to satisfy the permitted uses of the primary property. The associated parcel(s) must be owned by the same individual/corporation as the primary improved property or have a lease in place with the primary improved property. The Edmonton Zoning Bylaw No. 12800 in effect on July 1, 2020, prior to Open Option parking coming into effect, outlined the requirements to satisfy the operations of the primary property. Parkades do not qualify as associated lots. For Free-Standing Parkade properties, refer to the *2023 Free-Standing Parkade Assessment Methodology*.

Buildings Under Construction are improvements that are not complete as of the condition date. The adjustment is based on the cost rates from the Marshall & Swift manual, for the portion completed (also called percent complete).

Construction Allowance (Shell Space Allowance) is an allowance provided for leasable space that is without dividing walls, floor coverings, ceiling, heating, ventilation ductwork and other finishes. The adjustment is based on the cost rates from the Marshall & Swift manual. The construction allowance will be applied to the difference when the amount of unfinished leasable space is greater than the vacancy shortfall area applied (typical or chronic). If the amount of unfinished leasable space is less than the vacancy shortfall area, an adjustment for shell space will not be made.

Excess Land on an improved parcel is the area of land not needed to meet the legal requirements for the existing improvement. It is also the area of the parcel not needed to accommodate the parcel's primary highest and best use. Excess land may be separated from the larger parcel (subdivided) and have its own highest and best use, or it may allow for future expansion of the existing or anticipated improvement. Excess land value is derived from assessed commercial land values. Please refer to the 2023 Commercial Land Assessment Methodology.

Parking requirements for calculating the amount of excess land for Downtown and Suburban Office properties were determined using the Edmonton Zoning Bylaw No. 12800 in effect on July 1, 2020, prior to Open Option parking coming into effect.

Service Station Equipment (SSE) is the cost value of the service station equipment, including pumps, underground tanks, canopy structures, car wash structures and equipment. The cost value is based on the Marshall & Swift Manual. Assessment parcels with only service station equipment are fully valued on the cost approach.

Surplus Land is the land not necessary to support the highest and best use of the existing improvement but, because of physical limitations, building placement, or neighborhood norms, cannot be sold off separately. Surplus land may or may not contribute positively to value, and may or may not accommodate future expansion of an existing or anticipated improvement. *For the 2023 assessment, a 50% discount to the excess land rate was applied.*

Parking requirements for calculating the amount of surplus land for Downtown and Suburban Office properties were determined using the Edmonton Zoning Bylaw No. 12800 in effect on July 1, 2020, prior to Open Option parking coming into effect.

Other Definitions

Actual Zoning is set by the *Edmonton Zoning Bylaw No.12800* and regulates the use and development of a parcel. The *Edmonton Zoning Bylaw No.12800* is available online at Edmonton.ca.

Condition of a property is rated using the following categories, generally described as:

Good:

- well maintained with high desirability;
- may have slight evidence of deterioration in minor components;
- often components are new or as good as new;
- high utility and superior condition.

Average:

- moderate maintenance;
- minor repairs or rehabilitation of some components required;
- within established norm for the era;
- normal deterioration for age.

Fair:

- below average maintenance;
- deferred maintenance requiring rehabilitation and/or replacement;
- discernible deterioration;
- reduced utility with signs of structural decay.

Poor:

- borderline derelict;
- far below average maintenance;
- major repairs and/or replacements are required.

Effective Year Built is the chronological age of a property adjusted to reflect an addition or significant renovation that extends the improvement's remaining economic life. **Effective age is the current assessment year minus the effective year.** The components that when replaced or extensively renovated affect the remaining economic life of a property include the roof, the building envelope (windows and doors, exterior siding, walls including insulation and vapor barrier, and other structural components), the foundation, and mechanical components (electrical, plumbing and HVAC). Completed additions to existing improvements will alter the effective age of a property.

Effective Zoning is applied to reflect the current use and development of a parcel. The effective zoning may differ from the actual zoning when current use differs from that which is permitted by the actual zoning as subsequently amended *Edmonton Zoning Bylaw No.12800* (i.e. legal nonconforming use).

Land Use Code defines the use of a property. The amount of a property subject to any specific Land Use will be expressed as a percentage (%). Land Uses may be used for administrative reasons and are not used in the valuation of Suburban Office Inventory.

Traffic Influence is based on average annual weekday traffic volume counts as reported by the City of Edmonton Transportation Planning Branch.

Transit Access is referring to direct access or close proximity to the Edmonton Transit system.

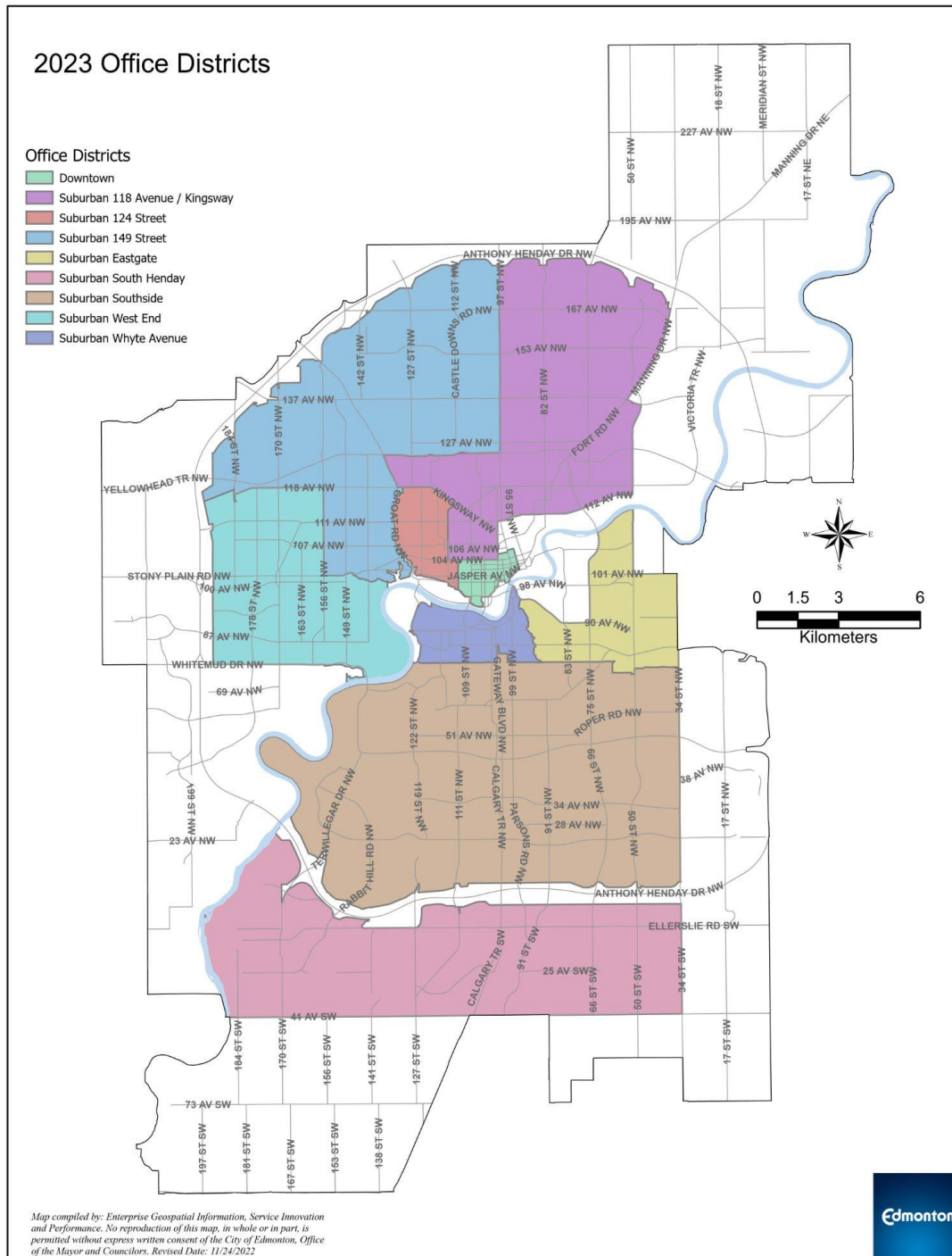
Quality of a property refers to the methods and materials used in the construction and design of a property (workmanship, complexity of the structure, use of high end or low end materials).

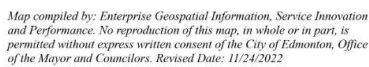
Year Built is the year the property was constructed also known as the chronological age of a property.

References

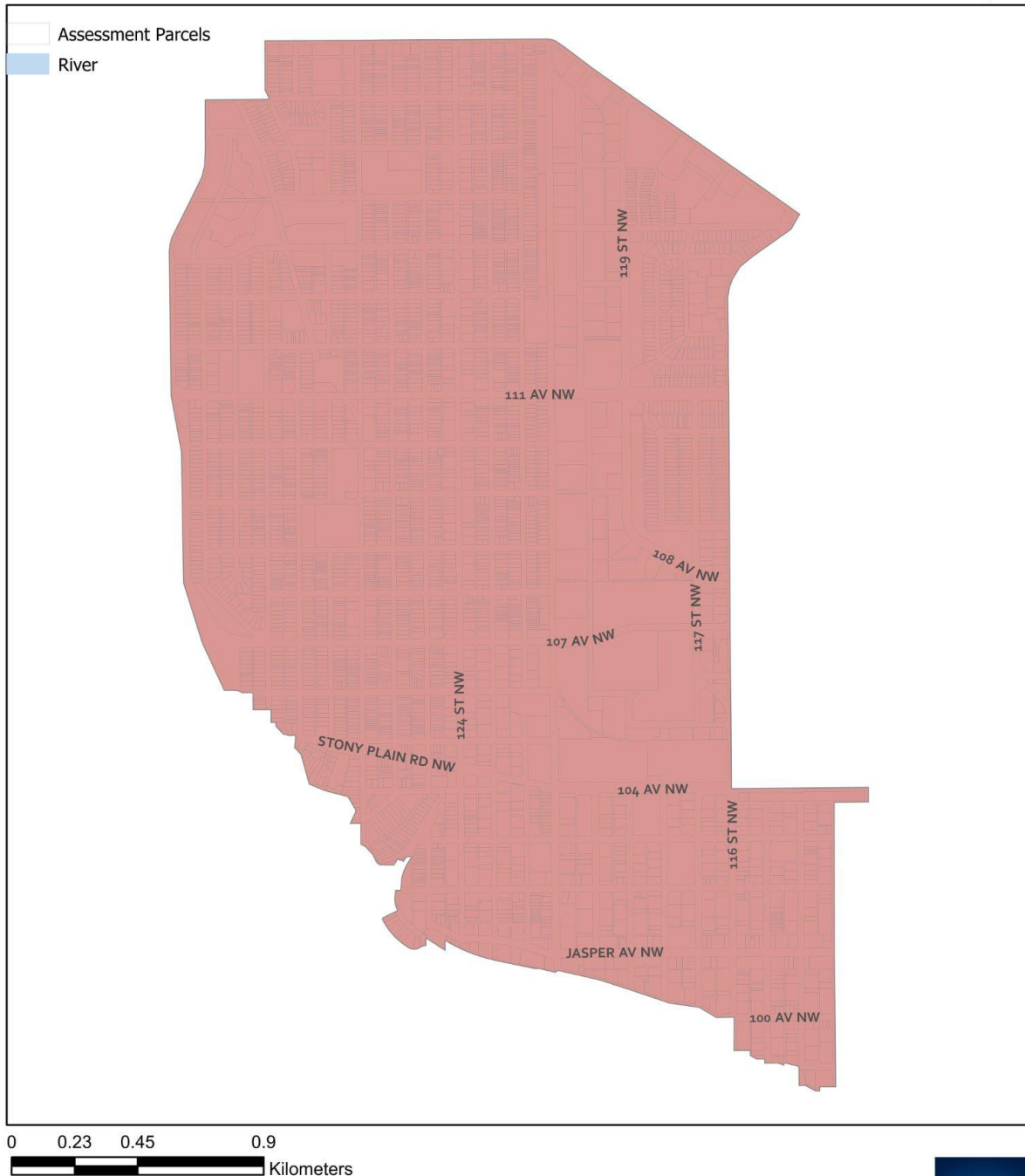
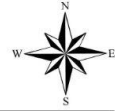
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Maps





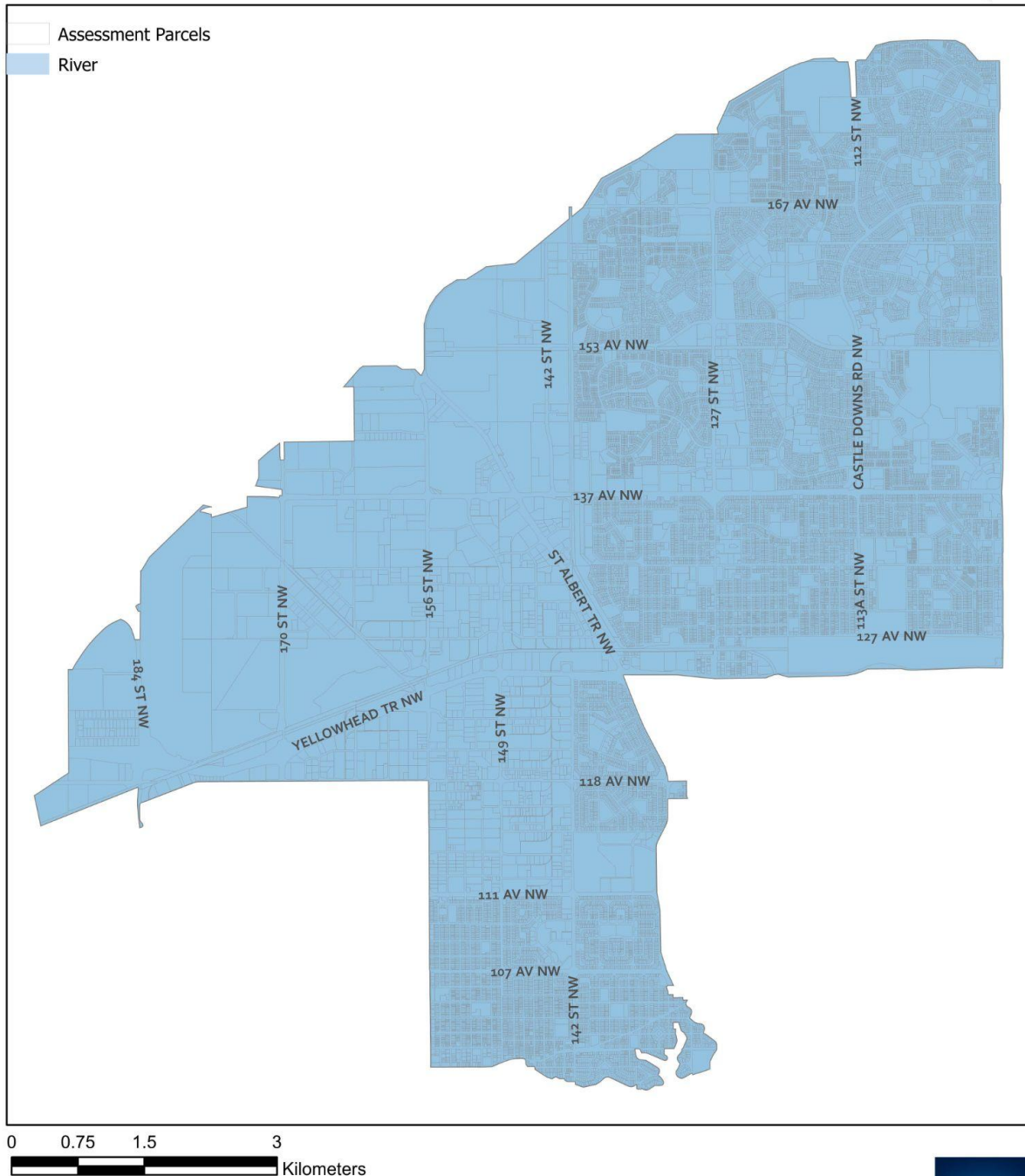
2023 Office Districts - Suburban 124 Street



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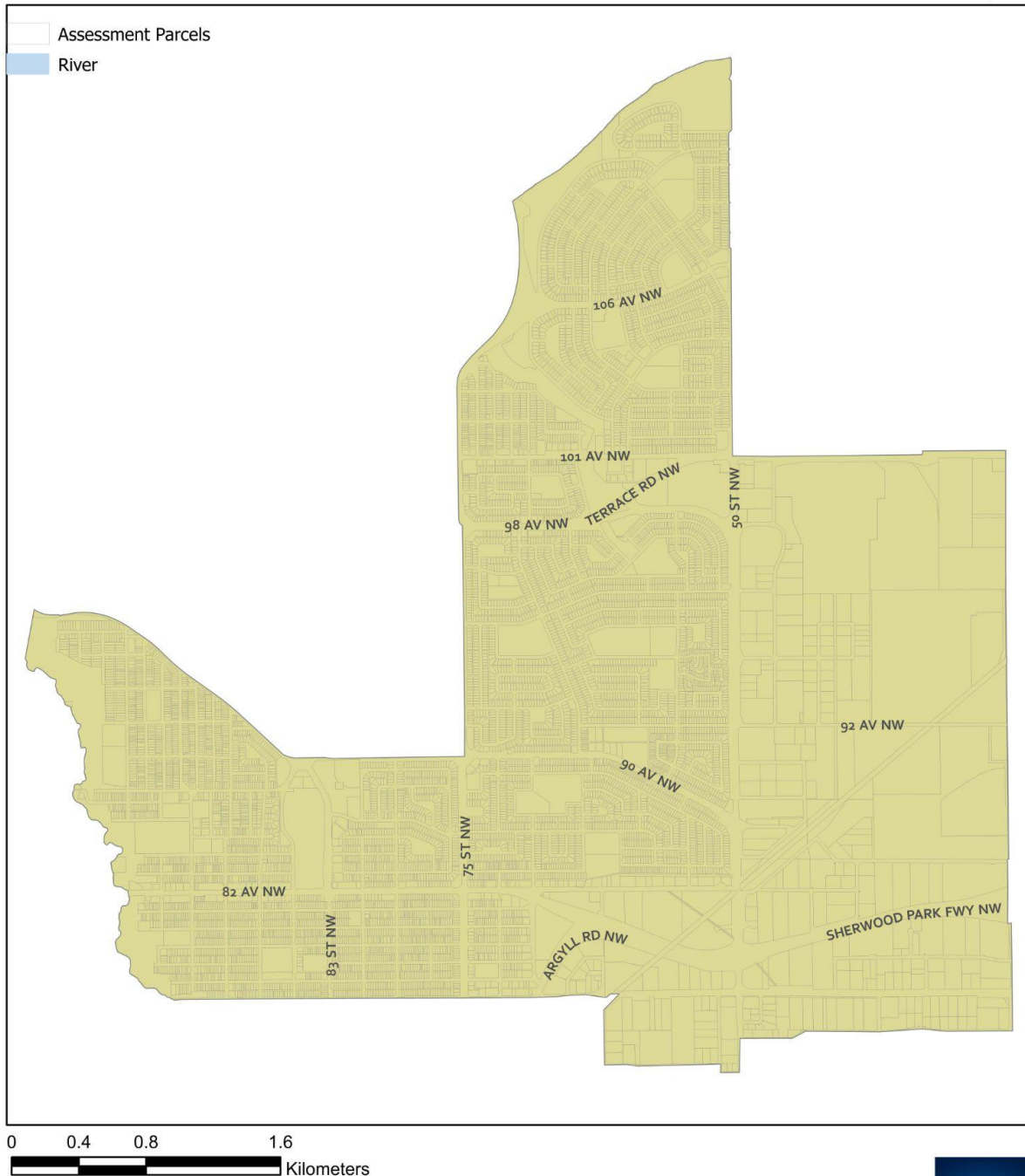
2023 Office Districts - Suburban 149 Street



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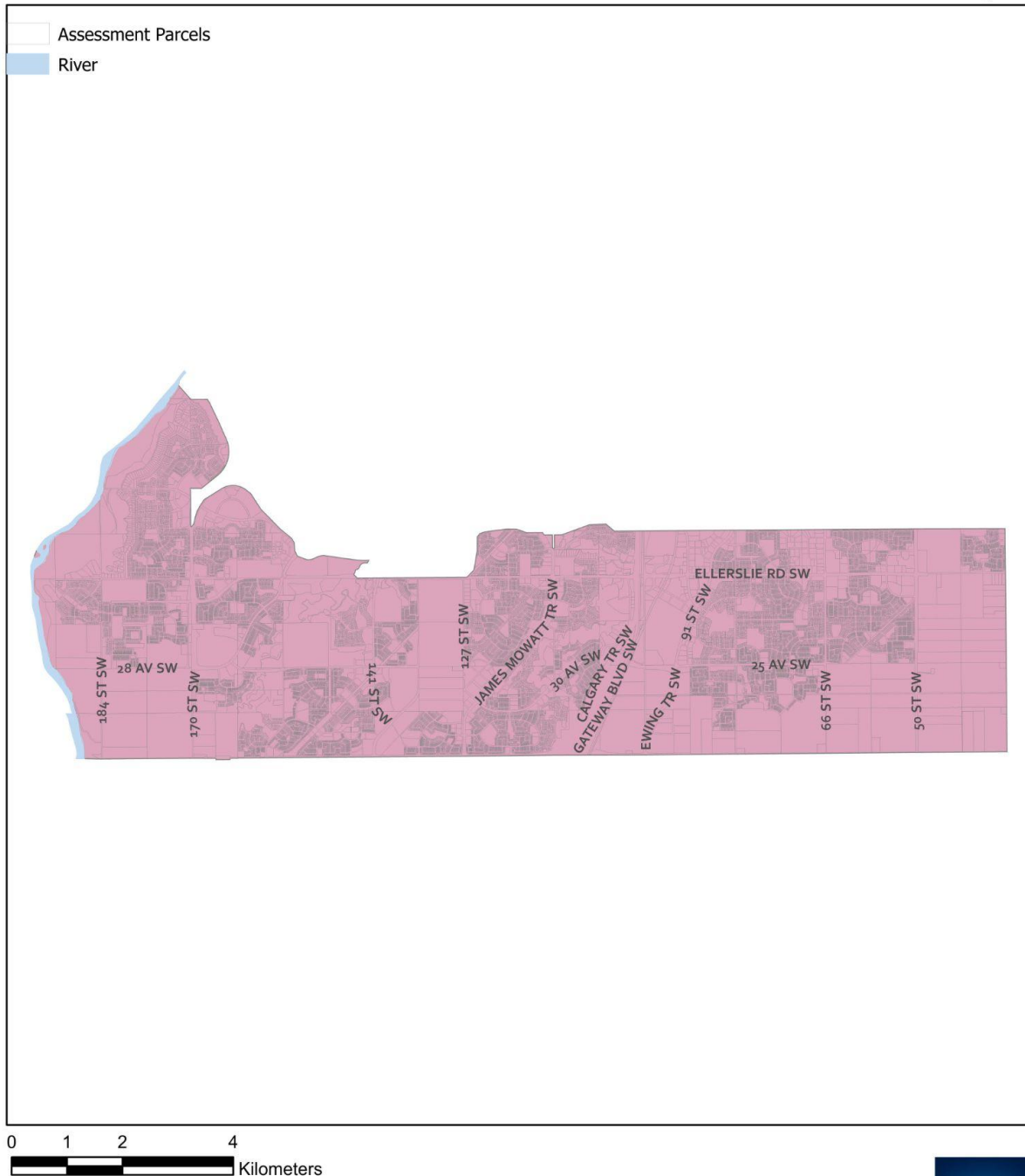
2023 Office Districts - Suburban Eastgate



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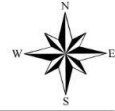
2023 Office Districts - Suburban South Henday



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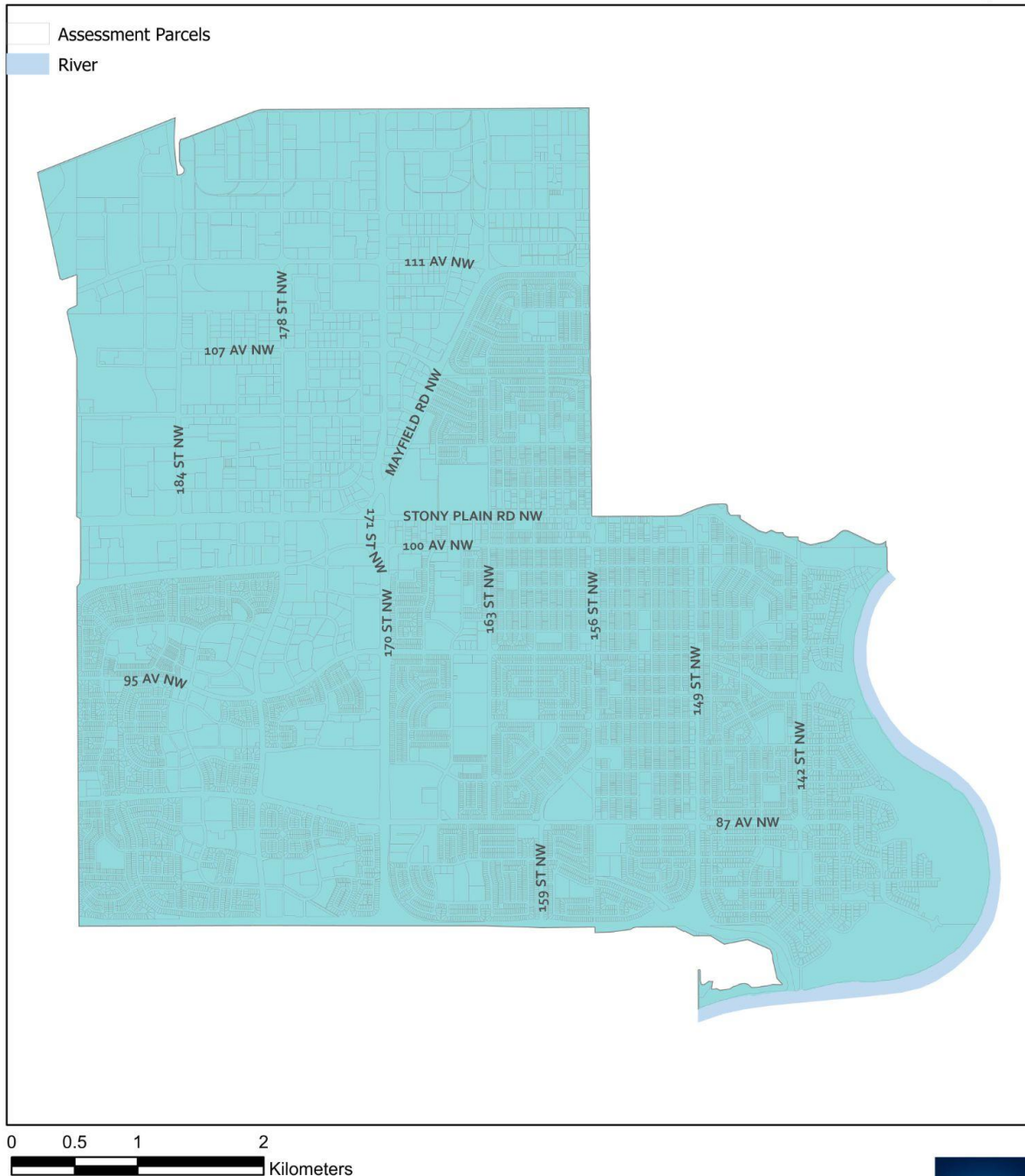
2023 Office Districts - Suburban Southside



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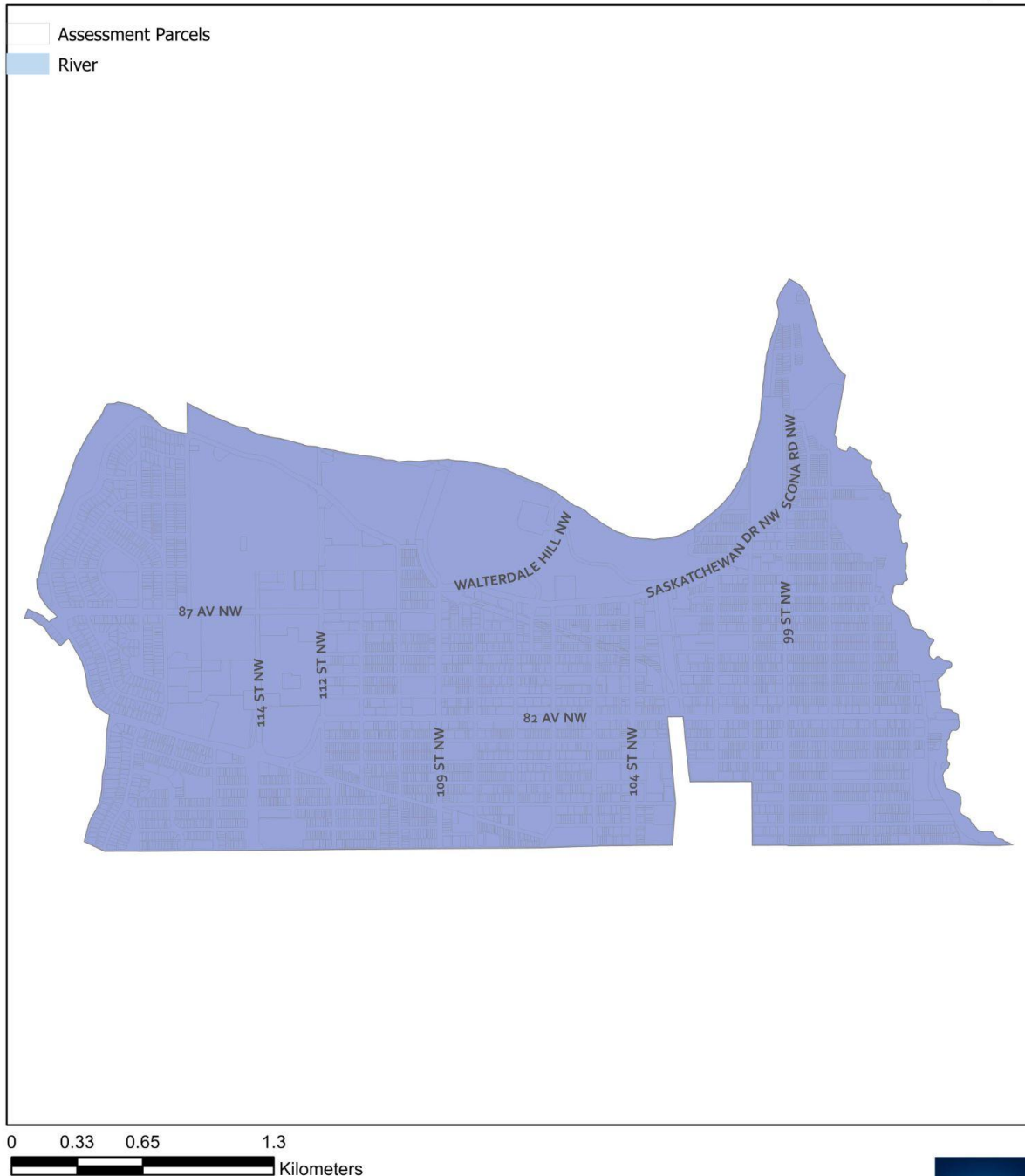
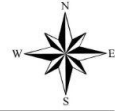
2023 Office Districts - Suburban West End



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2023 Office Districts - Suburban Whyte Avenue



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Time Adjustment Factors

YEAR	MONTH	ADJUSTMENT	YEAR	MONTH	ADJUSTMENT
2017	Jul	1.0000	2020	Jan	1.0000
2017	Aug	1.0000	2020	Feb	1.0000
2017	Sep	1.0000	2020	Mar	1.0000
2017	Oct	1.0000	2020	Apr	1.0000
2017	Nov	1.0000	2020	May	1.0000
2017	Dec	1.0000	2020	Jun	1.0000
2018	Jan	1.0000	2020	Jul	1.0000
2018	Feb	1.0000	2020	Aug	1.0000
2018	Mar	1.0000	2020	Sep	1.0000
2018	Apr	1.0000	2020	Oct	1.0000
2018	May	1.0000	2020	Nov	1.0000
2018	Jun	1.0000	2020	Dec	1.0000
2018	Jul	1.0000	2021	Jan	1.0000
2018	Aug	1.0000	2021	Feb	1.0000
2018	Sep	1.0000	2021	Mar	1.0000
2018	Oct	1.0000	2021	Apr	1.0000
2018	Nov	1.0000	2021	May	1.0000
2018	Dec	1.0000	2021	Jun	1.0000
2019	Jan	1.0000	2021	Jul	1.0000
2019	Feb	1.0000	2021	Aug	1.0000
2019	Mar	1.0000	2021	Sep	1.0000
2019	Apr	1.0000	2021	Oct	1.0000
2019	May	1.0000	2021	Nov	1.0000
2019	Jun	1.0000	2021	Dec	1.0000
2019	Jul	1.0000	2022	Jan	1.0000
2019	Aug	1.0000	2022	Feb	1.0000
2019	Sep	1.0000	2022	Mar	1.0000
2019	Oct	1.0000	2022	Apr	1.0000
2019	Nov	1.0000	2022	May	1.0000
2019	Dec	1.0000	2022	Jun	1.0000