

Request for Information (RFI)

Multi-Residential, Office & Retail Valuation Groups

For FULLY OR PARTIALLY TENANT OCCUPIED, please complete the following:

- RFI-1 (Owner Contact and Certification)
- RFI-2 (Building Area Form)
- RFI-P (Parking Details)
- RFI-C (Commercial Tenant Roll)
Most recent date available, April 2025 and future leases commencing on or before July 1.
- RFI-I (Income Addendum)
Details of any tenant abatements, deferrals and collection loss
- Annual Financial Statement
Most current available relating to the entire operations of the real property

For OWNER OCCUPIED, please complete the following:

- RFI-1 (Owner Contact and Certification)
- RFI-2 (Building Area Form)
- RFI-3 (Yearly Expenses)
- RFI-P (Parking Details)

For the multi residential portion of your building, Please complete the following:

- RFI-1 (Owner Contact and Certification)
- RFI-2 (Gross Building Area Form)
- RFI-MP (Multi-Residential Parking Details)
- RFI-M (Multi-Residential Tenant Roll)
Please identify any rental subsidies per unit, caretaker unit and all vacant units. Information can be provided either on our secure website, by filling out a form or in your own format: as of April, 2025.
- RFI-MF (Multi-Residential Annual Financial Statement)
Most current available relating to the entire operations of the real property.

A. **RFI-C (Commercial Tenant Roll) and RFI-I (Income Addendum)** which includes the most current summary of the tenancy and vacancy of each building located on site. Information can be provided either on our secure website, by filling out a form or in your own format:

- Secure Website: assessmentrfi.edmonton.ca
Visit the assessmentrfi.edmonton.ca and login using the password in the letter sent by Assessment & Taxation
- Forms: edmonton.ca/assessment, scroll down to the forms section and click on Request for Information.
Either:
 - Choose the Request for Information forms for Office, Shopping Centre, Retail, or;
 - Choose the Tenant Roll Upload Template: Commercial, or;
 - Choose the Income Addendum Template.
- Submit in your own format to assessment@edmonton.ca
Please report:
 - Any Rental Information Pertaining To Land Leases.
 - Any Vacant Rentable Area That Your Building May Have Even If Only Partially Occupied (E.G. 500 Sqft Of 600 Sqft Leased, 100 Sqft Is Vacant)

If submitting the Commercial Tenant roll in your own format, ensure it includes the following: Business Address, Business Name, Occupancy Type, Space Type, Tenant Space Finished, Location, Gross Leased Area, Lease Negotiated/Start/Renewal/Expiry Dates, Net Rent, Rent Change Month/Rent, Operating Costs, Gross Rent, Other Rent/Description, Tenant Inducement Type/Amount, Tenant/Landlord Improvements. For each tenant that pays additional rent (percent rent based on sales, etc.), record this amount in columns R (Other Rent) and S (Description of Other Rent). Identify Land Leases in a separate line on the tenant roll.
Excel format is preferred whenever possible.

If submitting Annual Financial Statements in your own format, please ensure it includes the following: 12 month fiscal period ending, Account, Building Address, Actual Reported Annual Income, Operating Cost Recovery, Actual Reported Expenses, Maintenance & Repairs, Administrative and Non-Recoverable Expenses. Most current available relating to the entire operations of the real property.

B. **RFI-M (Multi-Residential Tenant Roll)** as of April, 2025. Please identify any rental subsidies per unit, caretaker unit and all vacant units. Information can be provided either on our secure website, by filling out a form or in your own format:

- Secure Website: assessmentrfi.edmonton.ca
Visit the assessmentrfi.edmonton.ca and login using the password in the letter sent by Assessment & Taxation
- Forms: edmonton.ca/assessment, scroll down to the forms section and click on Request for Information.
Either:
 - Choose the Request for Information forms for Multi-Residential with Office or Retail, or;
 - Choose the Tenant Roll Upload Template: Multi-Residential, or;
- Submit in your own format to assessment@edmonton.ca

If submitting the Multi-Residential Tenant roll in your own format, ensure it includes the following: Unit/Building address, Property Address, Occupancy Type, Vacancy Duration, Suite Type, Floor, Unit Size, Actual Rent, Market Rent, Furnished (Y/N), Low Income Affordable Housing (Y/N), Parking Included in Rent, Tenant Inducement Type, Tenant Inducement Amount.
Excel format is preferred whenever possible.

If submitting Annual Financial Statements in your own format, ensure it includes the following: Potential Gross Income, Vacancy & Collection Losses**, Incentives, Fixed & Variable Operating Expenses, Utilities, Supplies, Repair & Maintenance, Replacements, Miscellaneous and Capital Expenditures/Major Maintenance & Repair. Most current available relating to the entire operations of the real property.

*Vacancy Losses are an allowance for vacant space

** Collection Losses are unpaid rents that the landlord is unlikely to recover

Pursuant to section 295 of the Municipal Government Act, R.S.A. 2000, c. M-26, the Assessment and Taxation Branch requires the requested information as it is necessary to prepare the assessment of this and other similar properties and to ensure that this property is not over assessed in relation to other similar properties.

Please note that under section 295(4) of the Municipal Government Act, failure to provide this requested information may result in the loss of the right to make a complaint about your assessment.

s. 295(4) No person may make a complaint in the year following the assessment year under section 460 or, in the case of designated industrial property, under section 492(1) about an assessment if the person has failed to provide any information requested under subsection (1) within 60 days from the date of the request.

This information is due on or before **May 8, 2025.**

Owner Contact and Certification

RFI-1

Account: _____

Premise Address: _____

Section A: Contact Information

Name: _____ Position: _____

Company Name: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Section B: Additional Information

Was there an appraisal done on the property in the last 12 months? Yes No if yes, complete the following:

Date of Appraisal: _____ Purpose of Appraisal: _____ Amount _____

Which of the following best describes your property?

- Fully owner occupied** - A property is considered owner occupied if the property owner physically occupies the land and/or buildings
- Fully tenant occupied** - A property is considered tenant occupied if the property has an arm's length lease Partially owner occupied and partially tenant occupied
- Partially owner occupied and partially tenant occupied**

In the last 12 months, have any tenants abandoned or breached leases in the subject property? Yes No
Please provide details on the RFI-I, Income Addendum.In the last 12 months, have any leases been amended? Please provide details on RFI-I Income Addendum or provide copies of any lease amending agreements. Yes No

Additional details or comments:

Section C: Certification

 I hereby certify that the attached information is true and correct.

Signature _____

Date: _____

Building Area Form

RFI-2

Please provide a breakdown of the gross, usable area within this building.

Gross Building Area: Outside measurements of building.**Gross Leasable Area:** The total floor area designed for the occupancy and exclusive use of the tenants, including any basements and mezzanines.

Building Size (in square feet):	Gross Building Area	Gross Leasable Area	Building Size (in square feet):	Gross Building Area	Gross Leasable Area	Building Size (in square feet):	Gross Building Area	Gross Leasable Area
Basement			3rd Floor			7th Floor		
Main Floor			4th Floor			8th Floor		
Mezzanine			5th Floor			9th Floor		
2nd Floor			6th Floor			10th Floor		

Building Attributes Form

Gross Leasable Area: The total floor area designed for the occupancy and exclusive use of the tenants, including any basements and mezzanines.

In Unit Laundry: refers to having a washer and dryer installed in the rental unit.

Gross Leasable Area: _____

Total number of units: _____

Features	Number of Units
In-suite Laundry	
Balconies	
Surface	
Air Conditioning	

Amenities	Yes/No	Definition
Fitness Center		A fitness center - an area with exercise equipment for the purpose of physical exercise (commonly referred to as a gym, or fitness area).
Swimming Pool		A swimming pool - a structure designed to hold water to enable swimming or other leisure activities (wading pool, paddling pool, or simply pool).
Recreation Room		A recreation room - a room used for recreation and entertainment, such as socials, games, etc.
Car Wash		An area with equipment for washing cars or other vehicles.
Sauna/Hot Tub		A sauna - a room or building designed for dry or wet heat sessions. A hot tub is a large tub of water used for hydrotherapy, or relaxation.
Rooftop Terrace		An architectural element of a property that sits on the roof of the building and is arranged as a terrace to be used as a living or leisure space.
Pet Friendly		A unit/property allowing tenants to keep pets on the premises.

Renovations	Renovations Completed within the last 5 years (Y/N)	Renovations Completed 5 to 10 Years Ago (Y/N)	Amount Replaced	Cost of Renovations
Roof			%	
Exterior Finish (windows, doors, exterior siding/walls)			%	
Common Area (walls/doors/ceilings/flooring/other)			%	
Mechanical (electrical, plumbing, HVAC)			%	
Interior Unit Finish (walls/windows/doors/ceilings/lighting, flooring, etc.)			/units	
Kitchen (cabinets/doors, countertops/backsplash, sinks/faucets, appliances, etc.)			/units	
Bathroom (cabinet/counter/sink, bathtub/shower, faucets, shower/tub tiles, toilets/mirrors, etc.)			/units	

Commercial Parking Details

RFI-P

Commercial Parking Details	Total Number of Stalls	% Used for Hourly Parking	Monthly Rate	Hourly / Daily Rate	Number of Stalls Included in Lease	\$ per Stall Included in Leases	Number of Tandem Stalls *	\$ per Tandem Stall
Surface								
Covered								
Parkade Above Ground Heated								
Parkade Above Ground Non-Heated								
Underground								

Return completed forms by:

Email: assessment@edmonton.ca • **Mail:** P.O. Box 1935, Station Main, Edmonton, AB T5J 2P3 • **Fax:** (780) 496-1986

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Multi-Residential Parking Details

RFI-MP

Multi-Residential Parking Details	Number of Residential/ Tenant Stalls	Monthly \$ Per stall	Included in Rent (Y/N)
Uncovered/Surface			
Covered			
Garage/Underground			

Guide To Completion Of Multi-Residential Tenant Roll

The following overview of the fields located on the "Multi-Residential Tenant Roll" form is intended to assist you in the completion of the form:

PLEASE REPORT:

- Any Rental Information Pertaining To Land Leases.
- Any Vacant Rentable Area That Your Building May Have Even If Only Partially Occupied (E.G. 500 Sqft Of 600 Sqft Leased, 100 Sqft Is Vacant)

A	Unit Number	Unit number identifies the suite or unit of the business or living unit.
B	Property Address	The address where this space is located.
C	Occupancy Type	Owner, Tenant, Vacant, Caretaker
	Vacancy Duration	The number of months the unit has been vacant.
D	Suite Type	Type of suite being occupied (e.g. bachelor, 1bedroom, 1bedroom + den, 2bedroom, 2bedroom + den, 3bedroom, 4bedroom, Penthouse)
E	Location	Physical location of the tenant's space. (BSMT = Basement, MAIN, FLR02 = 2nd Floor, FLR03 = 3rd Floor, Garage Suites, Garden Suites, etc.)
F	Unit Size	The total gross area leased to the tenant.
G	Rent	Actual Rent is rent that is stated in the lease agreement. Market Rent is the opinion of rent that could be achieved at current market rates.
H	Check Box If Applicable For Each Unit	Check box if applicable for each unit that is furnished, Subsidized Rents/ Low Income Affordable Housing*, or has parking included in the rent. * Subsidized Rents/Low income Affordable Housing: Affordable Housing is housing that typically requires subsidization to be affordable to residents. Affordable housing also has rents or payments below average market cost, and is targeted for long-term occupancy by households who earn less than median income for their household size.
I	Tenant Inducement	Tenant inducements are incentives, such as free or discounted rent, cable, internet, or utilities that are provided by landlords either to attract new tenants or retain existing tenants. Amount (\$/month) and Duration (# of months)



Multi-Residential Tenant Roll RFI-M for the month of April 2025

Whenever possible, please provide the rent roll in Excel format (.xls) by email to assessment@edmonton.ca and include all relevant information. You may also provide information in your own format.

Building Name: _____ Building Address: _____ Account #: _____ Building ____ of ____

Total Number of Units _____

ALL UNITS INCLUDING VACANT SPACE MUST BE LISTED ON THIS FORM AND INCLUDE POTENTIAL MONTHLY RENT

A	B	C		D	E	F	G		H			I		
		Occupancy Type (Owner, Tenant, Vacant, Caretaker)	Vacancy Duration (# of months.)				Suite Type (Bach, 1 Bdrm, 1Bd+Den, etc)	Location (Bsmt, Main, Flr02, Garden Suites, Garage Suites, etc.)	Unit Size (Sq ft)	Rent (\$/month before Inducements)		Furnished	Low Income Affordable Housing	Parking Included in Rent
Actual	Market			Type (Free Rent, Free Cable, etc.)	Amount (\$/Month)	Duration (# of months)								
101	EXAMPLE: 12345 Anywhere Street	Tenant		Bach	Main	740						Free Cable	40	

Initial _____ Date: _____

Multi-Residential Annual Financial Statement

RFI-MF

12 Month Fiscal Period Ending _____

Account: _____

Building Address: _____

Potential Gross Income

Potential Gross Rent
100% Occupancy (Unfurnished) _____

Potential Gross Rent
100% Occupancy (Furnished) _____

Miscellaneous Income

Parking Revenue _____

Laundry Rental _____

Other (pet fees, storage fees,
late fees, etc.): _____

Total Income _____

Vacancy and Collection Loss

Apartment Vacancy in Dollars _____

of units vacant in reporting
period _____

Apartment Collection Loss _____

Apartment Incentives _____

Attach additional documents if necessary

Operating Expenses Fixed

Property Taxes _____

Insurance _____

Business License _____

Other _____

Specify Other _____

Operating Expenses Variable

Management

Professional Fees _____

Administrative _____

Telephone / Internet _____

Caretaker

Salary _____

Rental Discount _____

Utilities

Water & Sewer _____ Incl. in Rent? Yes No

Waste Removal _____

Power _____ Incl. in Rent? Yes No

Gas _____ Incl. in Rent? Yes No

Cable _____

Supplies

Caretaker or Janitorial _____

Office _____

Repair & Maintenance

***Do Not** include Capital Expenditures

Repairs of Structure - Interior _____

Repairs of Structure - Exterior _____

Elevator _____

Lawn Maintenance & Snow
Removal _____

Other _____

Specify Other _____

Replacements

***Do Not** include Capital Expenditures

Appliances _____

Laundry Equip. _____

Flooring _____

Interior Painting _____

Other _____

Specify Other _____

Miscellaneous

Other _____

Specify Other _____

Advertising _____

Initial: _____ Date: _____

Guide To Completion Of Commercial Tenant Roll

The following overview of the fields located on the "Commercial Tenant Roll" RFI-C form is intended to assist you in the completion of the form:

PLEASE REPORT:

- Any Rental Information Pertaining To Land Leases.
- Any Vacant Rentable Area That Your Building May Have Even If Only Partially Occupied (E.G. 500 Sqft Of 600 Sqft Leased, 100 Sqft Is Vacant)

A	Business Address	Unit number identifies the suite or unit of the business. Street address identifies the premises address of the business or building.
B	Business Name	Business name and the legal entity leasing/occupying the space.
C	Occupancy Type	Owner, Tenant, Vacant
D	Space Type	Office, commercial retail unit, convenience store, bank, restaurant, fast food, auto service, drug store, grocery store, anchor, storage, warehouse, theatre
E	Floor	Physical location of the tenant's space within the building. (BSMT = Basement, MAIN, MZ = Mezzanine, 2 = 2nd floor etc.)
F	Gross Leased Area	The total floor area designed for the occupancy and exclusive use of the tenants, including any basements and mezzanines.
G	Tenant Space Finished	Improved space includes interior finishing items (ceiling finish, drywall, floor covering, heating, ventilation ductwork, electrical systems and other finishes). Raw space has no interior finishing.
H	Lease Negotiated Date	The date the lease was signed and agreed upon.
I	Lease Start Date	Date the lease agreement takes effect or the vacancy occurred. (MMM/YYYY) Mark Month to Month (MTM) if no lease term exists.
J	Lease Renewal Date	Date of most recent lease renewal. (MMM/YYYY) Mark Month to Month (M to M) if no lease exists.
K	Expiry Date	Date that the lease agreement expires (MMM/YYYY).
L	New or Renewal or Step Up/Step Down (N/R/S)	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. 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. Step Up/Step Down is a scheduled change to the rental rate within the term of the existing lease or exercised renewal options with predetermined rent and lease terms.
M	Net Rent	Rent that is stated in the lease agreement excluding operating or additional costs (\$/Month), Do NOT include GST.
N	Rent Change Month	Date when rent change (step up/step down) commences.
O	Rent Change	Amount of the change in rent (step up/step down).
P	Operating Costs	Typical building expenses that are charged back to the tenant (such as utilities, property taxes, etc). Do NOT Include GST.
Q	Gross Rent	Rent that is stated in the lease agreement including operating or additional costs (\$/Month).
R	Other Rent	Any additional rent charged for percent rent, signage, etc (\$/Month).
S	Description Of Other Rent	Description of what other rent is. I.E. - Signage
T	Tenant Inducement Type	Description of what the tenant inducement is. i.e. free rent, cash payment etc.
U	Inducement Amount	The total dollar amount of any inducements paid to the tenant for this space.
V	Tenant Improvements	A negotiated sum a tenant is willing to spend to customize space for their needs (Only include items within the lease term, don't include chattels).
W	Landlord Improvements	A negotiated sum a landlord is willing to spend to customize space for the needs of a particular tenant, within the lease term.



Commercial Tenant Roll RFI-C

Whenever possible, please provide the rent roll in Excel format (.xls) by email to assessment@edmonton.ca and include all relevant dates including step-up and renewal dates.

Building Name: _____ Building Address: _____ Account: _____ Building ____ of ____

ALL UNITS INCLUDING VACANT MUST BE LISTED ON THIS FORM AND INCLUDED IN THE TOTAL. DO NOT INCLUDE G.S.T

A		B					C					D					E		F		G		H		I		J		K		L		M							N		O		P		Q		R		S		T		U		V		W	
		Business Address(es) Unit # Street Address		Business Name(s) and Legal Entity		Occupancy Type (Owner, Tenant, Vacant)	Space Type (Office, Retail, WHSE, Land Lease, Storage)	Floor (Bsmnt, Main, Mezz, 2nd flr, etc)	Gross Leased Area (Square Feet)	Tenant Space Finished Raw (RAW) / Improved (IMP)	Lease Negotiated Date (MMM/YYYY)	Lease Start Date (MMM/YYYY)	Lease Renewal Date (MMM/YYYY)	Expiry Date (MMM/YYYY)	New, Renewal or Step Up/ Step Down (N/R/S)	Net Rent (\$/Month)	Rent Change (Step Up/ Step Down) Month / Year (MMM/YYYY) (Next Scheduled Rental Increase in lease agreement)	Rent Change (Step Up/ Step Down) (\$/Month)	Operating Costs (e.g. Util., Taxes, Etc.) (\$/Month)	Gross Rent (= Net Rent + Other Rents + Operating Cost) (\$/Month)	Other Rent (\$/Month)	Description of Other Rent (e.g. Sign, %Rent, Etc)	Tenant Inducement Type (ie. Free Rent, Cash Payment etc.)	Inducement Amount (\$/sq.ft or Total \$ amount)	Tenant Improvements (\$/sq.ft or Total \$ amount)	Landlord Improvements (\$/sq.ft or Total \$ amount)																																	
101	EXAMPLE: 12345 Anywhere Street	Business XYZ Ltd.		Tenant	Office	M	2000	IMP	Jan/2010	Jan/2011	Jan/2017	Dec/2021	R	3500	Aug/2019	3750	2500	6000	25	Sign	Free Rent	4500 or 2.25 \$/sqft	6500 or 3.25 \$/sqft	4200																																			
102	EXAMPLE: 12345 Anywhere Street	Vacant		Vacant	CRU	M	3000	IMP									3500																																										

Total Leasable Area (sq. ft) _____ (including all leased and vacant space) Initial _____ Date: _____

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Guide To Completion Of RFI-I (Income Addendum)

The following overview of the fields located on the "Income Addendum" RFI-I form is intended to assist you in the completion of the form.

This includes detailed information on tenant abatements, deferrals, and collection loss.

UNIT NUMBER	Unit number identifies the suite or unit of the business.
BUSINESS ADDRESS	Street address identifies the premises address of the business or building.
BUSINESS NAME/ LEGAL ENTITY	Business Name and the Legal Entity leasing / occupying the space
BASE RENT	
Year	July 2024 to June 2025
Due/Amount per lease agreement (\$)	Rent that is currently being paid as stated in the lease agreement, excluding operating or additional costs (\$/Month). Do NOT include GST
Collected from Tenant (\$)	Monies received directly from Tenant
ABATEMENT* (\$)	*Abatement: Reduction in the rental amount that is not to be paid back.
DEFERRAL ** (\$)	**Deferral: Unpaid contractual rent that is agreed to be paid at a future date.
OPERATING COSTS	
Year	July 2024 to June 2025
Due/Amount per lease agreement (\$)	Rent that is currently being paid as stated in the lease agreement, excluding operating or additional costs (\$/Month). Do NOT include GST.
Collected from Tenant (\$)	Monies received directly from Tenant
ABATEMENT* (\$)	*Abatement: Reduction in the rental amount that is not to be paid back.
DEFERRAL ** (\$)	**Deferral: Unpaid contractual rent that is agreed to be paid at a future date.



RFI-I Income Addendum

Request for Information for Office, Shopping Centres, Retail, Parkade and Industrial Valuation Groups Assessment and Taxation

P.O. Box 1935, Station Main
Edmonton, AB T5J 2P3

Phone: 780-442-1495
Fax: 780-196-1986
email: assessment@edmonton.ca
edmonton.ca/assessment

Account: _____

Property Address: _____

ONLY PROVIDE DETAILS ON SPACES AFFECTED BY ABATEMENT AND/OR DEFERRAL.

			BASE RENT			UNCOLLECTED BASE RENT		OPERATING COSTS			UNCOLLECTED OPERATING COSTS	
Unit Number	Business Address	Business Name(s) & Legal Entity	Year	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)	Year	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)
			Jul-24					Jul-24				
			Aug-24					Aug-24				
			Sep-24					Sep-24				
			Oct-24					Oct-24				
			Nov-24					Nov-24				
			Dec-24					Dec-24				
			Jan-25					Jan-25				
			Feb-25					Feb-25				
			Mar-25					Mar-25				
			Apr-25					Apr-25				
			May-25					May-25				
			Jun-25					Jun-25				

*Abatement: Reduction in the rental amount that is not to be paid back

**Deferral: Unpaid contractual rent that is agreed to be paid at a future date.

			BASE RENT			UNCOLLECTED BASE RENT		OPERATING COSTS			UNCOLLECTED OPERATING COSTS	
Unit Number	Business Address	Business Name(s) & Legal Entity	Year	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)	Year	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)
			Jul-24					Jul-24				
			Aug-24					Aug-24				
			Sep-24					Sep-24				
			Oct-24					Oct-24				
			Nov-24					Nov-24				
			Dec-24					Dec-24				
			Jan-25					Jan-25				
			Feb-25					Feb-25				
			Mar-25					Mar-25				
			Apr-25					Apr-25				
			May-25					May-25				
			Jun-25					Jun-25				

			BASE RENT			UNCOLLECTED BASE RENT		OPERATING COSTS			UNCOLLECTED OPERATING COSTS	
Unit Number	Business Address	Business Name(s) & Legal Entity	Year	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)	Year	Due/Amount per lease agreement (\$)	Collected from Tenant (\$)	Abatement* (\$)	Deferral* (\$)
			Jul-24					Jul-24				
			Aug-24					Aug-24				
			Sep-24					Sep-24				
			Oct-24					Oct-24				
			Nov-24					Nov-24				
			Dec-24					Dec-24				
			Jan-25					Jan-25				
			Feb-25					Feb-25				
			Mar-25					Mar-25				
			Apr-25					Apr-25				
			May-25					May-25				
			Jun-25					Jun-25				