

# Request for Information (RFI) Multi-Residential Valuation Groups



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-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](https://assessmentrfi.edmonton.ca)  
**Visit the [assessmentrfi.edmonton.ca](https://assessmentrfi.edmonton.ca) and login using the password in the letter sent by Assessment & Taxation**
- Forms: [edmonton.ca/assessment](https://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
- Submit in your own format to [assessment@edmonton.ca](mailto: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, Location, 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 \_\_\_\_\_

Additional details or comments:

## Section C: Certification

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

Signature \_\_\_\_\_

Date: \_\_\_\_\_

## 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
<b>Roof</b>			%	
<b>Exterior Finish</b> (windows, doors, exterior siding/walls)			%	
<b>Common Area</b> (walls/doors/ceilings/flooring/other)			%	
<b>Mechanical</b> (electrical, plumbing, HVAC)			%	
<b>Interior Unit Finish</b> (walls/windows/doors/ceilings/lighting, flooring, etc.)			/units	
<b>Kitchen</b> (cabinets/doors, countertops/backsplash, sinks/faucets, appliances, etc.)			/units	
<b>Bathroom</b> (cabinet/counter/sink, bathtub/shower, faucets, shower/tub tiles, toilets/mirrors, etc.)			/units	

## 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			

**Return completed forms by:**

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

## 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	<b>Actual Rent</b> is rent that is stated in the lease agreement. <b>Market Rent</b> 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. <b>* Subsidized Rents/Low income Affordable Housing:</b> 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](mailto: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: \_\_\_\_\_