



Confidential Non-Residential Information Request Form



Date : _____ **Complex Name :** _____
Municipality : _____ **Roll # :** _____
Company : _____ **Municipal Address :** _____
Owner Name : _____ **Survey Key :** _____
Phone : _____ **Email :** _____

	Building Type	Year Built	Year Renovated	Condition	Building Area (sq ft)				Average Building Height (ft)	
	(office, warehouse, etc.)				(Ave,Fair,Poor)	Main	2nd Level	3rd level		4th level
Building #1	Interior Finish (sq ft)			HVAC	Hoist		Crane			
	Office	Warehouse	Mezzanine	y/n	Type	Size	Type	Size		
	Are you aware of any structural or mechanical problems with the building? Please provide details.									
	Are there any factors that may affect the value of this building? (Eg: environmental, deffered maintenance) Please explain.									

	Building Type	Year Built	Year Renovated	Condition	Building Area (sq ft)				Average Building Height (ft)	
	(office, warehouse, etc.)				(Ave,Fair,Poor)	Main	2nd Level	3rd level		4th level
Building #2	Interior Finish (sq ft)			HVAC	Hoist		Crane			
	Office	Warehouse	Mezzanine	y/n	Type	Size	Type	Size		
	Are you aware of any structural or mechanical problems with the building? Please provide details.									
	Are there any factors that may affect the value of this building? (Eg: environmental, deffered maintenance) Please explain.									

	Building Type	Year Built	Year Renovated	Condition	Building Area (sq ft)				Average Building Height (ft)	
	(office, warehouse, etc.)				(Ave,Fair,Poor)	Main	2nd Level	3rd level		4th level
Building #3	Interior Finish (sq ft)			HVAC	Hoist		Crane			
	Office	Warehouse	Mezzanine	y/n	Type	Size	Type	Size		
	Are you aware of any structural or mechanical problems with the building? Please provide details.									
	Are there any factors that may affect the value of this building? (Eg: environmental, deffered maintenance) Please explain.									

Guide to Completion of Request For Information - Rent Roll Information

The following overview of the fields located on the Rent Roll Information form is intended to assist you in the completion of the form:

- PLEASE REPORT:
- ANY RENTAL INFORMATION PERTAINING TO LAND LEASES.
 - ALL RENTABLE AREA INCLUDING LEASABLE SPACE THAT IS VACANT,
 - EG 500 OF 600 SQ FT IS LEASED THEN 100 SQ FT IS CONSIDERED VACANT.

NOTE ON A SEPARATE PAGE ANY ADDITIONAL INFORMATION THAT SHOULD BE BROUGHT TO OUR ATTENTION AND RETURNED WITH THIS SURVEY.

- | | |
|---------------------------------|---|
| A. Unit/Suite # | • Unit or Suite number of business. |
| B. Tenant Name | • Business Name and the Legal Entity leasing / occupying the space. |
| C. Type of Finish | • Primary use of the space. (Office, Retail, Warehouse) Use a separate line for each space type. |
| D. Floor | • Physical location of the tenant's space within the building (B = Basement, M = Main, Mz = Mezzanine, 2 = Second, etc.) Note: Please identify square footage per floor. Owner, |
| E. Square Footage | • The total space occupied by the tenant. |
| F. Commencement Date | • Date that the lease agreement takes effect or the vacancy occurred. (Mark Month to Month ("M to M") if no lease exists.) |
| G. Expiry Date | • Date that the lease agreement expires. |
| H. Base Rent | • Base rent that is stated in the lease / rental agreement excluding operating or additional costs (Such as utilities, insurance, repairs, taxes, etc.). Do not include GST. (\$/month) |
| I. Lease Type - Net or Gross | • Identify if signed lease agreement is Net or Gross. |
| J. Common Area Costs | • Typical building expenses that are charged back to the tenant (\$/month). (Such as utilities, insurance, repairs, taxes, etc.) Do not include GST. |
| K. Other Rent | • Amount of other rent (\$/month) excluding base rent. |
| L. Other Rent Description | • Description of "Other Rent". |
| M. Rent Concession | • Dollar (\$) amount of rent concession. |
| N. Concession Type | • Description of rent concession. |
| O. Tenant Improvement Allowance | • Any allowance provided from the property owner to the tenant for the purpose of improving this property. |