Request for Information (RFI) 2026
Commercial/Industrial Warehouse
Deadline Aug 14, 2026

The Regional Municipality of Wood Buffalo Assessment Services department is committed to collecting and maintaining accurate and up-to-date property information. Accurate property data provides a solid foundation in developing fair and equitable property assessment values.

We collect property information in number of ways, including:

- Property site visits
- Industry sources (market sales, land titles, developers, builders, appraisers)
- New construction plans
- Requests for Information to property owners (either through mailing or doorstep interaction)

Please submit the RFI form one of three ways:

- complete the attached document and drop off, mail, fax or email back to the address below
- contact assessment.taxation@rmwb.ca to request an online questionnaire be emailed to you
- go to rmwb.ca/assessments and complete the Request for Information online form

Please refer to the below instructions on how to complete following:

SECTION 1 - Owner/Representative Contact and Certification
SECTION 2 - Building Area Form
SECTION 3 - Yearly Expenses – Owner Occupied Only
SECTION 4 - Parking Details
SECTION 5 - Commercial/Industrial Warehouse Tenant Roll Form

- The completed RFI-I form must include the **July 1st** or most current summary of the tenancy and vacancy of each building located on site.
- For properties with more than 12 units or multiple buildings, all rent roll and relevant information may be submitted by email to assessment.taxation@rmwb.ca instead of completing the form

Thank-you in advance for your assistance to keep our property information accurate and up to date.

Please note that under section 295(4) of the Municipal Government Act (MGA), 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.

Please return completed documents to:

The Regional Municipality of Wood Buffalo,
Assessment Office, 3rd Floor Jubilee Centre,
9909 Franklin Avenue, Fort McMurray, AB T9H 2K4.

Email : **assessment.taxation@rmwb.ca**
Fax : (780)743-7050

This information is being collected under the authority of *section 295 of the Municipal Government Act, R.S.A. 2000, c. M-26* and will be used for assessment and provincial audit purposes. The personal information collected is authorized under *Section 4(c) of the Protection of Privacy Act* and is managed in accordance with the *Act*. If you have any questions about this collection and use of your personal information, please contact PULSE at (780) 743-7000, 1-800-973-9663, or online at rmwb.ca/pulse.

SECTION 1 - Owner Contact and Certification

Account # : _____ Civic Address: _____

Owner Name :_____ Day time Phone # : _____

Email Address :_____

Mailing Address : _____

Company Representative :_____Day time Phone # : _____

Email Address :_____

Was an appraisal done on the property in the last 12 months? Yes ☐ No ☐ If yes, please attach a copy.

Certification: All the attached information is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Section 2 - Building Area Form (breakdown of Gross and Usable area within the building or buildings)

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.

Please complete the following table:

Building # _____ Total # of bays in building ___

Building Size (in sq. ft.)	**Gross Building Area**	**Gross Leasable Area**	**Building Size** (in sq. ft.)	**Gross Building Area**	**Gross Leasable Area**	**Building Size** (in sq. ft.)	**Gross Building Area**	**Gross Leasable Area**
Basement			2nd Floor			6th Floor		
Main Floor			3rd Floor			7th Floor		
Mezzanine			4th Floor			8th Floor		

Building # _____ Total # of bays in building ___

Building Size (in sq. ft.)	**Gross Building Area**	**Gross Leasable Area**	**Building Size** (in sq. ft.)	**Gross Building Area**	**Gross Leasable Area**	**Building Size** (in sq. ft.)	**Gross Building Area**	**Gross Leasable Area**
Basement			2nd Floor			6th Floor		
Main Floor			3rd Floor			7th Floor		
Mezzanine			4th Floor			8th Floor		

Building # _____ Total # of bays in building ___

Building Size (in sq. ft.)	**Gross Building Area**	**Gross Leasable Area**	**Building Size** (in sq. ft.)	**Gross Building Area**	**Gross Leasable Area**	**Building Size** (in sq. ft.)	**Gross Building Area**	**Gross Leasable Area**
Basement			2nd Floor			6th Floor		
Main Floor			3rd Floor			7th Floor		
Mezzanine			4th Floor			8th Floor		

*Please duplicate form if additional buildings/rows are required**.**

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Section 3 - Yearly Expenses – Owner Occupied Only

Property Taxes		**Repairs and Maintenance**	
Power		**Waste Removal**	
Water & Sewer		**Insurance**	
Gas		**Structural Repairs**	
Administration Fees		**Management Fees**	
Other Property Related Expenses			

Section 4 - Parking Details

Parking Details	**No. of Residential/ Tenant Stalls**	**Monthly amount Per Stall**	**No. of Commercial Tenant Stalls**	**Monthly amount Per Stall**	**No. of Public Stalls**	**Monthly amount Per Stall**	**No. of Tandem Stalls***	**Monthly amount Per Stall**	**Included in Rent (Y/N)**
Surface									
Covered									
Parkade – **Not Heated**									
Parkade - **Heated**									

* Tandem stall refers to parking that can be occupied by two vehicles at the same time.

Notes (Other relevant information):

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* NOTES FOR FOLLOWING SECTION

- The completed RFI-I form must include the **July 1st** or most current summary of the tenancy and vacancy of each building located on site.
- For properties with more than 6 units or multiple buildings, all rent roll and relevant information may be submitted by email to assessment.taxation@rmwb.ca instead of completing the form
- For **Owner Occupied and vacant spaces**, please complete Columns A to F and Column O.
- For each tenant that pays additional rent (percent rent based on sales, etc.) record this amount in the column titled 'Other Rent'.
- Identify Land Leases in 'Column R' and provide the building size on land lease in 'Column F'.
- Annual Financial Statement relating to the entire operations of the real property for your **fiscal year ending 2025** in your own format.

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SECTION 5 - Commercial/Industrial Warehouse Tenant Roll

Account # : _____ Building Address: _____ Building _____ of _____

*ALL UNITS INCLUDING VACANT SPACES MUST BE LISTED ON THIS FORM AND INCLUDED IN THE TOTAL - DO NOT INCLUDE G.S.T. – SEE FOLLOWING PAGE FOR GUIDE

		Space Description			Lease Dates						Annual Lease Details			Tenant Inducements							Tenant Improvements	
A	B	C	D	E	F	G	H	I	j	k	L	M	N	O	P	Q	R	S	T	U	V	W
Building Address	**Business Name and/or Legal Entity**	**Occupancy Type**	**Space Type** (Office, Retail, Warehouse, Restaurant)	**Floor** (B, M, Mtz, 2 etc.)	**Gross Lease Area** (Square Feet)	**Lease Negotiated Date** (mm/yyyy)	**Lease Start Date** (mm/yyyy)	**Lease Renewal Date** (mm/yyyy)	**Expiry Date** (mm/yyyy)	**New, Renewal, Step-Up (N,**	**Net Rent** ($/PSF)	**Rent Escalation (Step-Up)** (Next Scheduled increase in lease agreement) Month/Year	**Escalation Rent** ($/PSF)	**Operating Costs** (e.g. Util., taxes) ($/PSF)	**Gross Rent** (Net Rent + Other Rent + Operating Costs) ($/PSF)	**Other Rent** ($/PSF)	**Description of other Rent** -eg. Sign	Tenant Inducement Type (e.g. Free Rent, Cash Payment etc.)	Inducement Amount ($)	Common Area Cost ($/PSF)	Tenant Improvements ($/PSF)	Landlord Improvements ($/PSF)
Unit 101,106	Business XYZ Ltd.	T	Office	M	2000	Jan /08	Jan /09	Jan /13	Jan /20	R	$35.00	Aug /14	$37.50	$18.00	$63.00	$10.00	Sign	Free Rent	4500		$15.00	$25.00

*Please duplicate form if additional buildings/rows are required.

Total Building Leasable Area : _____(include vacant and owner occupied) Signature:_____ Date : _____

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A Guide to Completion of the Industrial Tenant Roll

The following overview of the fields located on the 'Commercial Tenant Roll' RFI-I form is intended to assist you in completing 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 sq. ft. of 600 sq. ft. leased, 100 sq. ft. 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, Retail, Warehouse, Storage
E	Floor	Physical location of the tenant's space within the building. (B-Basement, M-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	Lease Negotiated Date	The date the lease was signed and agreed upon.
H	Lease Start Date	The date the lease agreement takes effect or the vacancy occurred. (Month/Year). Mark Month to Month as (M to M) if no lease exists.
I	Lease Renewal Date	Date of most recent lease renewal. (Month/Year). Mark Month to Month as (M to M) if no lease exists.
J	Expiry Date	Date the lease agreement expires. Month/Year
K	New or Renewal or Step Up (N/R/S)	New occurs when the current net rent is equal to the initial agreed upon rent. Renewal occurs when the first lease has expired, and the current net rent reflects the first rent set out in the term of the newest lease. Step Up occurs when the current net rent is a scheduled escalation within the current lease term.
L	Net Rent	Rent that is stated in the lease agreement excluding operating or additional costs (amount per month). Do not include GST.
M	Rent Escalation Month	Date when rent escalation (step up) commences.
N	Escalated Rent	Amount of the increase in rent (step up)
O	Operating Costs	Typical building expenses that are charged back to the tenant (such as utilities, property taxes, etc.). Do not include GST.
P	Gross Rent	Rent that is stated in the lease agreement including operating or additional costs (amount per month)
Q	Other Rent	Any additional rent charged for storage, parking, signage etc. (amount per month).
R	Description of other Rent	Description of what other rent is e.g. Signage.
S	Tenant Inducement Type	Description of what the tenant inducement is e.g. Free Rent, Cash Payments etc.
T	Inducement Amount	The total dollar amount of any inducements paid to the tenant for the space.
U	Common Area Costs per Tenancy	Total common area cost per square foot allocated to each tenant
V	Tenant Improvements	A negotiated sum a tenant is willing to spend to customize the space for their need. (Only include items within the lease term. Do not include chattels).
W	Landlord Improvements	A negotiated sum a landlord is willing to spend to customize the space for the needs of a particular tenant within the lease term.

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