



## Request for Information (RFI) 2024 Multi-Residential Valuation Groups Deadline Aug 9, 2024

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](mailto:assessment.taxation@rmwb.ca) to request an online questionnaire be emailed to you
- go to [rmwb.ca/assessments](http://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** - Parking Details

**SECTION 3** - Multi-Residential Rent Roll

- Please provide the requested details of the **July 1<sup>st</sup>** or most current rent roll. Also, please identify any rental subsidies per unit, caretaker unit and all vacant units.

**SECTION 4** - Multi-Residential Annual Financial Statement

- Please provide an Annual Financial Statement relating to the entire operations of the real property for your fiscal **year ending 2023**. A blank statement is provided.

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, 3<sup>rd</sup> Floor Jubilee Centre,  
9909 Franklin Avenue, Fort McMurray, AB T9H 2K4.

Email : [assessment.taxation@rmwb.ca](mailto:assessment.taxation@rmwb.ca)

Fax : (780)743-7050

**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 - 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 – <b>Not Heated</b>									
Parkade - <b>Heated</b>									

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

**Section 3 – Multi Res Tenant Roll**

for the month of \_\_\_\_\_

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Building Name: \_\_\_\_\_

Building Address: \_\_\_\_\_

Account No.: \_\_\_\_\_

Building \_\_\_\_\_ of \_\_\_\_\_

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

Total Number of Units \_\_\_\_\_

Unit No.	Property Address	Occupancy Type (Owner, Tenant, Vacant)	Suite Type (Bach., 1 Bdm. etc.)	Den (Y/N)	Floor (Bsmt., Main, 2 <sup>nd</sup> etc.)	Unit Size (Sq. Ft.)	Rent (Monthly Rate)		Check box if applicable for each unit			Comments
							Actual	Market	Furnished	Subsidized Rent	Deck/Balcony	

If possible, please provide the rent roll in Excel format (.xls) by email to [assessment.taxation@rmwb.ca](mailto:assessment.taxation@rmwb.ca) and include all relevant information.

Initial: \_\_\_\_\_

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

**Section 4 - Multi-Residential Annual Financial Statement**

**12 Month Fiscal Period Ending:** \_\_\_\_\_

Account No.: \_\_\_\_\_ Building Address: \_\_\_\_\_

Do the units include the following?    Air Conditioning     Yes     No    In-Suite Laundry     Yes     No  
    Dishwasher     Yes     No

**POTENTIAL GROSS INCOME**

Potential Gross Rent  
 100% Occupancy (Unfurnished)    \_\_\_\_\_  
 Potential Gross Rent  
 100% Occupancy (Furnished)    \_\_\_\_\_  
 Office Rental    \_\_\_\_\_  
 Commercial Rental    \_\_\_\_\_  
 Commercial Recoveries    \_\_\_\_\_

**MISCELLANEOUS INCOME**

Parking Revenue    \_\_\_\_\_  
 Laundry Revenue    \_\_\_\_\_  
 Number of Washers    \_\_\_\_\_  
 Number of Dryers    \_\_\_\_\_  
 Other    \_\_\_\_\_  
 Specify Other Rent:    \_\_\_\_\_

**TOTAL INCOME**

**VACANCY AND COLLECTION LOSS**

Apartment Vacancy in Dollars    \_\_\_\_\_  
 No. of units vacant in reporting period    \_\_\_\_\_  
 Apartment Collection Loss    \_\_\_\_\_  
 Apartment Incentives    \_\_\_\_\_  
 Commercial Vacancy in Dollars    \_\_\_\_\_  
 Commercial Collection Loss    \_\_\_\_\_  
 Commercial Incentives    \_\_\_\_\_

**OPERATING EXPENSES - FIXED**

Property Taxes    \_\_\_\_\_  
 Insurance    \_\_\_\_\_  
 Business License    \_\_\_\_\_  
 Other    \_\_\_\_\_  
 Specify Other:    \_\_\_\_\_

**OPERATING EXPENSES - VARIABLE**

**Management**  
 Professional Fees    \_\_\_\_\_  
 Administrative    \_\_\_\_\_

**Caretaker**  
 Salary    \_\_\_\_\_  
 Rental Discount    \_\_\_\_\_

**Initial:** \_\_\_\_\_

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

**UTILITIES**

Water & Sewer    \_\_\_\_\_    Incl. in Rent?     Yes     No  
 Waste Removal    \_\_\_\_\_  
 Power    \_\_\_\_\_    Incl. in Rent?     Yes     No  
 Cable    \_\_\_\_\_  
 Gas    \_\_\_\_\_    Incl. in Rent?     Yes     No

**SUPPLIES**

Caretaker or Janitorial    \_\_\_\_\_  
 Office    \_\_\_\_\_

**COVID**

**REPAIRS AND MAINTENANCE**

*(\*Do not include Capital Expenditure)*  
 Repairs of Structure (Interior)    \_\_\_\_\_  
 Repairs of Structure (Exterior)    \_\_\_\_\_  
 Elevator    \_\_\_\_\_  
 Other    \_\_\_\_\_  
 Specify Other:    \_\_\_\_\_

**REPLACEMENTS**

*Do not include Capital Expenditure*  
 Appliances    \_\_\_\_\_  
 Laundry Equipment    \_\_\_\_\_  
 Flooring    \_\_\_\_\_  
 Interior Painting    \_\_\_\_\_  
 Other    \_\_\_\_\_  
 Specify Other:    \_\_\_\_\_

**GROUND & PARKING AREA MAINTENANCE**

Lawn Maintenance & Snow Removal    \_\_\_\_\_  
 Other    \_\_\_\_\_  
 Specify Other:    \_\_\_\_\_

**ADVERTISING**

**Miscellaneous**  
 Other    \_\_\_\_\_  
 Specify Other:    \_\_\_\_\_

**Capital Expenditures/Major Maintenance/Repairs**

\*Capital Expenditures are those expenses that do not occur annually, involving replacement of worn or obsolete components where replacement is of significant duration and cost, i.e. Boilers, Windows, Doors, Roof etc.