

City Of Prince Albert Assessment Division 1084 Central Avenue Prince Albert, SK S6V 7P3 Fax:1-800-547-2176; Email: assessment@citypa.com

2022 Multi-Residential Property Information Request Form

Owner Contact									
Roll Number:									
Property Address:									
Property Owner:									
Phone Number:									
Building Name:									
Contact Person (Please print)								
Name									
Position									
Company Name									
Phone Number									
E-mail Address									
☐ Property Managem	ent Company	☐ Owner Manage	pany or owner managed: ged Phone Number:						
On Site Caretaker: (On Site Caretaker: (Name) Phone Number:								
Caretaker Suite:			ol vov						
Does the Caretaker occupy a suite at zero or reduced rent? If Yes: What rent is being charged for 2022? What is the suite number for the Caretaker? What is the normal rent for 2022?									
Certification: I h	ereby certify	that the attache	ed information is true and correct.						
Signature:									
Name (Please print)			Title:						
Date:									
Daytime Phone #			Email:						
Please ensure that ea	ich page is initi	alled and dated by t	the company representative. If any other						
comments or notes n									
	For Office Use Onl	ly.							
Data Entered by:									
Reviewed by	Date:	□ I&E Surv □ Attribute							
Initials Date	(DD/MM/YEAR)		1 P a g e						



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2022 Income and Expenses

Financial statements may be submitted instead of filling in the income and expense portion of the form.

Roll Number:	Civio	e Address:	
12 Month Fiscal Period Ending:			
For partial year only please provide: Start	t Date:	End Date: # of Months	
RENTAL INCOME	\$ Amount	OPERATING EXPENSES	\$ Amount
Potential Rent (100% Occupancy)		Insurance	
Laundry		Management Fees	
Parking		Advertising	
Other Rent (Explain)		Heating	
Total Potential Income		Electricity	
		Water and Sewer	
		Total Utilities (water/sewer, electricity, and heating if combined)	
Vacancy	\$ Amount	Building Maintenance & Repairs	
Apartment Vacancy in Dollars		Grounds Maintenance	
Apartment Incentives		Legal & Audit	
Apartment Collection Loss		Security	
		Supplies and Materials (Office, etc.)	
		Garbage Removal & Exterminating	
Capital/Renovation Expenses	\$ Amount	Janitorial/Cleaning Services	
		Elevators	
		Property Taxes	
		Other Operating Expenses (Explain)	
<u> </u>		Total Property Expenses	
Building Maintenance & Repairs: Those exp	penses that normally re	ecur annually and/or are necessary to keep the property	y operating.
Capital/Renovations Expenses: Those expen replacement is of significant duration and cost		nnually, involving replacement of worn out or obsolet doors, roof, etc.	e components where
Amonities included in Pont Civ	-1 A	manifies Included in Pant Circle or	

Amenities included in Rent	Circle one	Amenities Included in Rent	Circle one
Heat	Yes / No	Air Conditioning	Yes / No
Electricity	Yes / No	Dishwasher	Yes / No
Water/Sewer	Yes / No	In – Suite Laundry	Yes / No
Parking	Yes / No	Coin Operated Laundry	Yes / No
Cable TV	Yes / No		

Initials	Date (DD/MM/YEAR)	/	/	



Initials______ Date (DD/MM/YEAR) ____/____

Roll Number:

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2022 Multi-Residential Rent Roll

(If required, please photo-copy for larger complexes or attach a copy of the rent roll)

Total Number of Units															
Suite Un Number (so	Unit Size (sq ft)	Rental Ty (Check Or	ype cant		Monthly Rent (\$)	Indicate Yes or No (Y/N)			Floor (Basement, 1 st , 2 nd , etc.)	No. of Bedrooms (Bachelor,	Type of Parking (Check One)			Parking Rent (\$) (if not included	
		Tenant	Owner	Vacant	# of Months Vacant		Subsidized	Month to Month	Balcony/Deck		1, 2, 3, etc.)	Surface	Underground	Garage	in monthly rent)