

Address :

Roll number :

Instructions:

- 1 Complete the sections identified in the table below depending on the type of property you own:

	SECTION		
	A	B	C
TYPE OF PROPERTY			
Residential rental	✓		✓
Commercial		✓	✓
Mixed use (residential rental and commercial)	✓	✓	✓

- 2 For each section, please provide the following information:

SECTION	INFORMATION TO PROVIDE
A	<p>✎ The monthly rent for each of the units in this property as of July 1st, 2022;</p> <p>✎ Services included in the rental price by checking the appropriate boxes;</p> <p>✎ Vacant units and those occupied by the owner.</p>
B	<p>✎ The monthly rent (excluding taxes) for each unit of the property and all additional rents as of July 1st, 2022;</p> <p>✎ The name of each commercial tenant, the vacant units and the unit occupied by the owner;</p> <p>✎ The services included in the price of the basic and additional rent by entering "B" or "A" in the appropriate boxes.</p>
C	<p>✎ The income amounts for 2022 and the expenses attributable to the property for two full consecutive years (12 months) of 2021-2022 or 2020-2021.</p>

- 3 For help, please refer to the explanatory notes at the bottom of the page of sections A and B.
- 4 If the owner is the sole occupant of the building, complete only the "Expenses" lines in section C.

- 5 Once completed, please return the form either:

1) by email at evaluation@gatineau.ca

2) by mail at : Ville de Gatineau
Service d'évaluation
C.P. 1970, succ. Hull
Gatineau (Québec) J8X 3Y9

1) Floor :		2) Number of room(s) :	3) Occupant :
SS :	If the residential unit is located under ground level.	2,5 : If bachelor.	V : Vacant
RDC (1st)	If the residential unit is located on the ground floor.	3,5 : If one bedroom apartment.	O : Owner
2nd, 3rd :	If the residential unit is located on the 2nd or 3rd floor and so on.	4,5 : If two bedroom apartment.	J : Janitor
Mezz. :	If the residential unit is located entirely on a mezzanine.	5,5 : If three bedroom apartment.	T : Tenant
		6,5 : If four bedroom apartment.	
		7,5 : If five bedroom apartment.	
		1,0 : If one room only with shared kitchen.	

1) Floor : SS : If the commercial unit is located under ground level. RDC (1st) If the commercial unit is located on the ground floor. 2nd, 3rd : If the commercial unit is located on the 2nd or 3rd floor and so on. Mezz. : If the commercial unit is located entirely on a mezzanine.		2) Rental improvements: Check if the rental improvements were paid by the owner or if they were already in place when the lease was signed. If they were only partially paid by the owner, please specify in the comments section.	Comments :

INCOME (for 12 months / ending date)

(excluding GST and QST)

DD/MM/YY

Residential rents

101	Basic residential rents collected	\$
102	Laundry	\$
103	Parking	\$
104	Bad debts	\$

Commercial income

105	Basic commercial rents collected	\$
106	Rents charged on a percentage of sales	\$
107	Rents (escalator clauses)	\$
108	Charges for common services	\$
109	Property taxes	\$
110	Other income Specify :	\$
111	Bad debts	\$
TOTAL INCOME		

EXPENSES (for 12 months / ending date)

(including GST and QST)

DD/MM/YY

DD/MM/YY

Operating expenses

201	Salaries and wages (not included on lines 211, 212 and 213) (ex. : janitor (including value of free rent accomodation, if applicable), security guards, maintenance foremen wages, etc. You must include employment insurance contributions, pension fund contributions and other fringe benefit contributions.)	\$	\$
202	Supplies (cost of materials or supplies not included on line 214) (ex. : purchase of paper, light bulbs, employee uniforms, etc.)	\$	\$
203	Electricity (if shared premises only, check here __) If the building is electrically heated, enter total electrical costs on line 204 instead.	\$	\$
204	Energy (total energy cost for heating, air conditionning and hot water for the property) (ex. : electricity, heating oil and natural gas)	\$	\$
205	Insurance (annual cost of insurance against fire and public liability) If the cost of insurance is borne by the owner and covers a period of more than one year, reduce that cost to an annual amount.	\$	\$
206	Municipal taxes (annual basis)	\$	\$
207	School taxes (annual basis)	\$	\$
208	Services (cost of services to the building not entered elsewhere) (ex. : cable television charges) Specify :	\$	\$
209	Snow removal and lawn mowing (annual amount)	\$	\$
210	Sanitary containers	\$	\$

Management

211	Management expenses (if you personally manage the property, check here __) Salaries of management personnel or fees charged by a management agency. If you personnally manage your property, check the appropriate box and enter an estimate of your expenses.	\$	\$
212	Professional fees	\$	\$
213	Other administrative expenses (cost for advertising services, telephone service, miscellaneous fees, etc.) Specify :	\$	\$

Maintenance and repairs

214	Maintenance and repairs to building (all costs for repairing and maintaining the interior and exterior of the building to keep it in its original state : expenditures not subject to capital cost allowance) (ex. : painting, decoration, maintenance of landscaped areas, maintenance of heating system, repairs of existing plumbing, cleaning, etc.) Specify :	\$	\$
215	Other operating expenses Specify :	\$	\$
TOTAL EXPENSES		\$	\$
215	Major repairs or renovations (actual period) Specify :	\$	\$
216	Major repairs or renovations (previous period) Specify :	\$	\$

ATTESTATION : I declare that all the information given on this form is correct and complete in all respects, knowing that it has the same force and effect as if taken under oath, in accordance with the *Canada Evidence Act*. Making a false statement is a serious offense.

Signature : _____

Date (dd/mm/yy) : _____

Name : _____

Telephone : _____

E-mail : _____