

	CONFIDENTIAL Assessment Request for Information – Income/Expenses GENERAL COMMERCIAL/INDUSTRIAL - 2024						Assessment Services Lacombe County, RR 3 Lacombe, AB T4L 2N3 403-782-6601 assessment@lacombecounty.com						
DATE OF REQUEST : MAY 3, 2024							RESPONSE DUE : JULY 3, 2024						
Property Owner :							Roll Number :						
Mailing Address :							Property Address :						
Contact Person :							Contact Number :						
Contact e-Mail :							Date Prepared :						
NOTE : We are focusing on the Net or Base Rent. Base Rent does NOT include ANY expenses. If you know the monthly Base Rent, please list it under the rent heading Base/Net (green shading) below for each tenant &/or area. When rent is not “Net” use the “Gross/Semi-net” heading and indicate the expense items included in the rent by placing an “X” beside the monthly cost of each included expense amount. - If the space is OWNER OCCUPIED, put “Owner” under the Tenant Business name column. - If the space is VACANT, put “Vacant” under the Tenant Business name column, <i>please indicate the space is being marketed by stating the asking rent.</i> You may wish to provide a ‘rent roll’ <u>and</u> income/expense statements rather than completing the form below.													
	Space				Lease		Rent		Monthly Expenses (X=\$ in Gross/Semi-net Rent)				
Tenant Business Name	Unit #	Config Main/Bsmt/Mezz/2+	Type Off/Whse/Retail	Size sq.ft.	Start (mmm-yy)	Expiry (mmm-yy)	Base/ Net	Gross/ Semi-net	Taxes	Building Insurance	Utilities	Repairs/ Maintenance	
Example : ABC Co.	101	Main	Warehouse	2560	Jan-20	Jan-25	9.00		\$800	\$600	\$800	\$100	
	101	Mezz	Office/Stg	850									
Example : VACANT	102	Main	Warehouse	2560				10.00	X \$600	X \$500	\$800	\$100	
Total Occupied Space :		sq.ft.				Has there been an appraisal within the past 3yrs, if so, how much?							
Total Vacant Space :		sq.ft.				Has the property been listed for sale within the past 3yrs, if so, how much?							
All information provided herein has been examined by me and it true, current, and complete to the best of my knowledge.													
Printed Name:						Signature:							