

Leasable Income and Expense Information

Please provide a rent roll, and complete the following information on both sides of this form. Update contact information where required.

Income Year: _____ **Due Date:** _____

Municipality _____
 Roll number _____
 Civic address _____
 Property name _____

Contact name _____
 Phone number _____
 Alternate phone number _____
 Email _____

- Lease Details and Income Information:**
1. Please show any vacant areas as a tenant along with size of vacant area in "Area Leased"
 2. Please show any owner-occupied areas as a tenant along with size of area in "Area Leased"

Tenant No.	Unit No.	Tenant/Business Name	No. of Months Vacant	Lease Start Date	Lease End Date	Lease Terms	Area Leased (Sq. Ft.)	Annual Base Rent	Annual Recovered Expenses	Total Annual Rent	Type of Unit Included in Rent	Are any inducements included in rent (i.e. value or tenant improvement)? If so, please explain.
Ex.	1	Barry's Automotive	0	Jan. 1/2019	Dec. 31/2024	[] Gross [] Net [v] Triple Net	5,000	\$50,000	+ \$17,100	= \$67,100	[v] Shell [] Finished	
1						[] Gross [] Net [] Triple Net			+	=	[] Shell [] Finished	
2						[] Gross [] Net [] Triple Net			+	=	[] Shell [] Finished	
3						[] Gross [] Net [] Triple Net			+	=	[] Shell [] Finished	
4						[] Gross [] Net [] Triple Net			+	=	[] Shell [] Finished	
5						[] Gross [] Net [] Triple Net			+	=	[] Shell [] Finished	
6						[] Gross [] Net [] Triple Net			+	=	[] Shell [] Finished	
Total									+	=		

Helpful Definitions	Gross Lease	Net Lease	Triple Net Lease	Operating Expenses
	The tenant pays rent only and the owner pays all expenses.	The tenant pays some operating expenses in addition to the rent.	The tenant pays rent plus operating expenses.	Expenses such as property taxes, utilities and maintenance.

Please email this form along with a copy of your financial statement to incomeinfo@gov.mb.ca

Operating Expense Details: Please enter the dollar amount for each expense type if owner pays applicable expense

Enter dollar amount beside "O" if Owner pays the expense and it is not recovered from the tenant or "R" if the expense is Recovered.

NOTE: Recoverable expense income should be entered on page 1

Tenant No.	Paid By	Property Taxes	Building Insurance	Snow and Garbage Removal	Cleaning and Janitorial Wages	Electricity	Heat/Gas	Sewer/Water	Property Management	Maintenance and Repair	Other Expenses		Total Expenses
Ex.	O										\$3,750	Structural repairs	\$3,750
	R	\$5,000	\$1,500			\$3,600	\$1,800	\$1,200	\$2,000	\$2,000			\$17,100
1	O												
	R												
2	O												
	R												
3	O												
	R												
4	O												
	R												
5	O												
	R												
6	O												
	R												
Total	O												
	R												

Questions or Comments

Certification

I hereby certify that all information contained in this statement is true and correct. I understand that willfully making any false statement of material fact herein will subject the property to the penalties outlined in The Municipal Assessment Act.

Name: _____ Date: _____

Signature: _____

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