

2023 Guide to Completing the Multi-Residential & Care Home Request for Information Form

If you have any questions or would like assistance, please call City of Saskatoon – Assessment & Valuation at (306) 975-3227.

Before You Start

You will need the following information:

- ✓ General information regarding the property including all unit types (life lease suites, condominium units, rental suites, and personal care home beds), amenities, and services included with rent, etc.
- ✓ A copy of the **December 31, 2023** rent roll for self contained suites. This should exclude subsidized rental units.
- ✓ The property income and expense statement for fiscal year end (December 31, 2023 or the fiscal yearend closest but prior to May 31, 2024)

Section A: General Information

- **Name of Multi-Residential Building:** Indicate the building name (if applicable)
- **Is the Property Managed by the Owner?** Indicate whether or not the property is owner managed. If the manager is not related to the owner, please indicate the manager and phone number.
- **Is the Caretaker Suite at a Reduced Rent?** Indicate if there is an onsite caretaker living at a reduced rent by circling yes or no. If yes, please indicate the rent.

Section B: Listing of All Units and Unit Types in the Property

Enriched living developments often have a complex mix of accommodations ranging from condominium units that are owned by the occupants to personal care beds. In order to gain a complete understanding of the entire complex, please report the various unit types as follows:

Life Lease Units: These are self-contained suites that are occupied by tenants under a life lease contract.

Condominium Units: These are self-contained suites that are owned by the occupants. Some developments are entirely registered as condominiums. Only report those individual condominium units that are owned by the person who occupies the unit.

Rental Units: These are self-contained suites that are rented. Include both subsidized and non-subsidized rental units in this portion of the form. Guest suites should be included in the reported rental units.

Personal Care Home Bedrooms: These are rooms where personal care is provided. Indicate the total number of bedrooms by type and location. It is understood that meals, linen, and housekeeping are provided to personal care residents. Nursing care may also be provided depending on the needs of the occupants.

Section C: Monthly Rent for Self Contained Suites - as of December 31, 2023

Subsidized rental units should not be included in the report on Section C. Fully complete Section C indicating the number of units for each unit type (Bachelor, 1BR, 2BR, etc.) including the average rent as well as the rent range for each unit type. Rent range is the minimum rent being charged and the maximum rent being charged for a unit type. The average rent can be calculated by totalling all the rents for a unit type and dividing the total by the number of units. The reported rents should be those in place as of **December 31, 2023**.

Total Number of Self Contained Suites: A self-contained suite has (at a minimum) a kitchen, full bathroom, and a living area.

Are any Suites Furnished? Indicate if any suites are furnished by circling yes or no. If yes, provide full details including additional rent charged for furnishings.

Section D: Suite Amenities

Suite Amenities and # of Units: Indicate the number of units which have each specific amenity. For example, if the building has 18 suites, with 12 units having balconies, indicate 12 in the "# of Units" column.

Amenities Included in Suite Rent: Indicate the services that are included in the monthly suite rent by circling yes or no. Also check off the heat source from one of the four options provided. Exclude services that are provided to personal care home residents.

Section E: Parking and Property Amenities

On Site Parking: Complete the parking section of form indicating number of parking stalls as well as monthly rent (if any) for each type of stall as of December 31, 2023.

Property Amenities: Indicate the amenities that all the occupants of the facility have access to.

Section F: Vacancy Information for Self Contained Rental Units Only

This section is included to allow reporting of vacancy of non-subsidized rental units. Do not include guest suites in this information.

Vacancy as of December 31, 2023: Indicate, if any, the number of suites of each suite type that were vacant as of December 31, 2023.

Vacant Units for the 12 Months Ended _____ 20__: If your fiscal yearend is December 31, 2023, provide those yearend amounts, and show December 31, 2023 in the spaces provided. If your yearend is not December 31, please provide information on your fiscal yearend that is closest but prior to May 31, 2024 and indicate the date of that fiscal yearend. If you have owned the property for less than 12 full months as of December 31, 2023, please note this, and leave this section blank.

Total # of Vacant Months: This is determined by reviewing the monthly rent rolls for the full year. If, for example, you had two bachelor units vacant, one for one month, and one for three, there would be four vacant months for bachelor units. If you have owned the property for less than 12 full months as of December 31, 2023, please note this, and leave this section blank.

Average (Avg.) Rent per Vacant Unit: This is the normal asking rent for the vacant suites.

Section G: Income and Expenses

The property expenses reported should **exclude** mortgage payments, income taxes, loan interest and depreciation/amortization. The amounts reported should be for the entire property for a full 12 months. If your fiscal yearend is December 31, 2023, provide those yearend amounts. If your yearend is not December 31, please provide information on your fiscal yearend that is closest but prior to May 31, 2024 and indicate the date of that fiscal yearend. If you have owned the property for less than 12 months (as of December 31, 2023), and did not obtain a full year of financial records from the previous owner, please indicate this on the notes portion of Section H, and leave Section G blank.

PROPERTY INCOME:

1. **Suite Income:** This is all income actually generated by the rental of the suites for the year stated (net of vacancy and bad debt).
2. **Storage Income:** Income that is received from the rental of additional storage space.
3. **Other Rent:** Income that is received for the rent of any other additional space or use, please give an explanation in the notes section provided.
4. **Commercial Rent:** Rental income received for commercial space within the property. For example some apartment buildings may contain a salon or convenience store that pays rent for that space. Use the note section to briefly describe or attach additional information.
5. **Parking:** Total revenue received for the rental of parking spaces.
6. **Laundry:** Total revenue earned from coin operated laundry units (if applicable).
7. **Vending Machines:** Total revenue earned from on site vending machines if applicable.

EFFECTIVE GROSS INCOME: The sum of all sources of income reported (add lines 1 through 7).

OPERATING EXPENSES:

The property expenses reported should **exclude** mortgage payments, income taxes, and depreciation. Depending on the expense categories on your financial statements, it may be necessary to group certain costs together. If you have grouped any costs, please indicate this in the notes or comments in Section H. The expense amounts reported should be for the entire property for a full 12 months.

8. **Management Fees:** These are any fees associated with the managing of the property. If the property is owner managed, do not show a management fee.
9. **Administration Fees:** May include expenses such as office supplies, telephone, etc.
10. **Salaries and Benefits:** The property caretaker and janitor wages and benefits should be reported here. Please include the total rental reduction amount that an on-site caretaker may have received.
11. **Heating:** This expense reflects the cost of natural gas, propane or oil and associated taxes only.
12. **Electrical:** This is your SaskPower or City of Saskatoon electricity bill. This expense reflects the cost of electricity and associated taxes only. If the City of Saskatoon supplies both electricity and water, those expenses can be combined, but please indicate this in Section G.
13. **Water and Sewer:** Municipal charges for use of these services.
14. **Grounds Maintenance & Snow Removal:** Includes all landscaping maintenance, snow removal, sidewalk and parking lot sweeping, garbage pickup, etc.

- 15. Security:** This expense applies to security services hired to prevent damage to buildings and landscaping.
- 16. Property Taxes:** The amount reported should be the actual amount of taxes paid for the fiscal year.
- 17. Insurance:** Includes reasonable property and liability insurance.
- 18. Legal & Audit Fees:** These fees should relate to the property operation only and not costs associated with running a business. For example, legal fees incurred to collect unpaid rent are a property expense, but fees to incorporate a business are not a real estate expense.
- 19. Supplies:** These would normally relate to supplies stocked for cleaning and routine maintenance.
- 20. Repairs & Maintenance:** These are costs associated with the routine maintenance and repairs of the property. This would include maintenance of plumbing, heating and electrical equipment, repairs to appliances, painting units, minor repairs to roofing, etc. Any work that is of a substantial cost which has been incurred to repair or replace an item that has a long life span is a major renovation (see 23 below for a definition of Major Renovations).
- 21. Advertising:** This pertains to any expenses incurred to advertise units for rent.
- 22. Other Expenses:** Any other expenses incurred to operate the property.
- 23. Major Renovations/Capital Expenditures:** Any work that is of a substantial cost which has been incurred to repair or replace an item that has a long life span is a major renovation. Items like replacement of a heating boiler, complete replacement of a roof membrane, replacement of windows, new hall and stairway carpet, etc. are major renovations.

TOTAL PROPERTY EXPENSES: This is the sum of all reported expenses (add lines 10 through 25).

NET OPERATING INCOME – This amount is the effective gross income minus total property expenses.

VACANCY & BAD DEBT: If vacancy and bad debt are accounted for in dollar terms, please report the corresponding amounts.

Section H: Notes

Notes or Comments - Any additional information that may be relevant to the value of the property should be indicated here. The questions are intended to alert the appraiser of any unique situations which should be given consideration.

Be sure to date and sign the declaration, print your name and corporate title, and provide contact information.

Please return the fully completed form to:

**City of Saskatoon
 Assessment & Valuation
 222– 3rd Avenue North
 Saskatoon, SK
 Canada S7K 9Z9**

Or

Fax to (306) 975-2891

Or

Email to assessmentsubmit@saskatoon.ca

Legislative Authority and Compliance

Assessors have authority to ask for information relating to the property and the property income and expenses under section 171 of *The Cities Act*. This data can be requested from "...any person who owns, uses, occupies, manages or disposes of the property." (171(1)).

Included in *The Cities Act*, is a requirement that the person who receives the request shall provide a "... written declaration signed by the person stating that the information provided by the person is complete, true and accurate to the best of his or her knowledge." (171(4)(a))

The Cities Act allows the assessor to set a reasonable response deadline of "...not less than 30 days after the date of receiving the request." (171(4))

The legislation outlining penalties for failure to provide information or supplying incorrect information is stated in *The Cities Act* section 172, subsections 1 to 8. Those sanctions include fines of up to \$10,000, and loss of the right to appeal the assessment of the property.

The Cities Act and other provincial legislation and regulations can be reviewed on the Publications Saskatchewan website at: www.qp.gov.sk.ca.