

Civic Address:

**SUMMARY OF EXISTING TENANCY                      2016 RE-ASSESSMENT**  
 (Note: If any vacancy exists in property, list square foot area and asking rental of same)

Location	Type of Space	Name of Occupant (Include Store Name if Retail)	Lease Type	(A) Lease Start Date	(B) Length of Lease	(C) Area Leased	(D) Annual Rent Rate \$ per sq. ft.	(E) Overage Rent for year ending 2013 /12 / 31	(F) Are any Taxes in Rent	(G) If Yes to AF@ State Amount	Are Any Services Included in the Rent (Yes/No) If yes, note amount				
											Elect.	Heat	Other Utilities	Maintenance	Other
(Example) 1 <sup>st</sup> Floor	(Example) Warehouse/Office	The ABC Company	Gross/ Net	Dec. 1, 2010	5 yrs.	1,200	\$12,000 \$10.00	\$6,700 (6%)	Yes	\$2,568	No	No	No	Yes \$1,640	Yes (Parking)

Date of Preparation: \_\_\_\_\_ Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_