



PLEASE PRINT

FIN – 1002

Department of Finance & Administration

**LEASABLE AREA QUESTIONNAIRE
(complete all fillable areas)**

Property Details

SECTION 1

Owner's Name _____

Property Address _____

City _____ Postal Code _____

Contact Person same as above or Name _____

Telephone (home) _____ (work) _____ (cell) _____

E-mail _____

Mailing Address same as above

Street Address _____

City _____ Postal Code _____

Total Leasable Area

SECTION 2

The total 'leasable area' of a commercial property can be expressed as:

- a) The exterior area of all floors of a building, or;
- b) The total of all rentable areas in a building:
 - i. Combined total of all rented spaces and any vacant spaces if multi-tenanted. Or;
 - ii. Single rentable area if there is only one occupier of the entire building.

In a mixed-use building (residential and commercial), only the area of the commercial space is required to be submitted and is the only area a claim can be made for.

Total Leasable Area _____ square feet or _____ square metres

Declaration

SECTION 3

Submission of this form is an acknowledgement that the information contained in this questionnaire is true to the best of my knowledge.

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed for the purpose of processing the above application. Questions about the collection and use of the information may be directed to Assessment Division, (709)576-8929.

Please send completed form to:

Assessment Division
PO Box 908
St. John's, NL A1C 5M2

Return by Fax:
(709)576-8603

Return by e-mail:
assessment@stjohns.ca