

**Property Income Questionnaire
General Commercial – 2026 Reassessment**

Account Information

SECTION 1

Parcel ID _____

Property Address _____

Owner Name _____

If owner occupied, please indicate what percentage (%) of the building is owner occupied _____

Note: If the property is 100% owner occupied (no rental units), Section 4, 6, and 7 can be left blank.

Building Information

SECTION 2

Building Name _____

Year Built _____ Year Renovated _____

Number of Stories _____ Warehouse Height (ft) _____

Total Area (sf) _____ Office Area (sf) _____ Retail Area (sf) _____

Industrial Area (sf) _____ Storage Area (sf) _____

Property Sale and Appraisal Information

SECTION 3

Has the property been sold in the last five years: Yes No

If yes, please provide: Sale Date (YYYY-MM-DD) _____ Sale Price _____

Has the property been listed for sale in the last five years: Yes No

If yes, please provide: List Date (YYYY-MM-DD) _____ List Price _____

Has the property been appraised in the last five years (see below): Yes No

Note: If an appraisal has been completed on the subject property within the last 5 years, please forward a copy of the report with this submission. If an appraisal has not been completed within the last 5 years complete the following declaration:

I hereby declare that there has not been an appraisal completed for any purpose on this property in the past five years.

Print Name _____ Date (YYYY-MM-DD) _____

Signature _____

Details are to be provided by Owners for each of the two (2) years 2022 and 2023 ending December 31st. A copy of the Statement of Operations (the Income and Expense portion of the Annual Financial Statements) must accompany this form upon submission.

Details provided are for: Fiscal Year Ending Operating Year End
Please provide year end date (YYYY-MM-DD)_____

Operating Income

	2022	2023
Commercial Rental Income		
Residential Rental Income		
Parking Income		
Recovery Income		
Overage/Percent Rent Income		
Other Income (please specify:_____)		
Total Gross Income Collected		

Monthly Parking and Storage Information (as of December 31, 2023)

Type	Number of Stalls/Units	Monthly Rate per Stall/Unit
In-Building Parking		
Garage Parking		
Surface/Rooftop Parking		
Storage Units		

Tenant Inducements (TI)

Tenant	Type of TI	Cost of TI	Lease Start	Lease Term
<i>Example 1 - ABC Co.</i>	<i>Free Rent</i>	<i>2 Months Net Rent</i>	<i>2020/01/01</i>	<i>5 Years</i>
<i>Example 2 - 123 Co.</i>	<i>Leasehold Improvement</i>	<i>\$30 per sf</i>	<i>2021/05/02</i>	<i>10 years</i>
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Operating Expenses for the Fiscal or Operating Year Ending

	2022	2023
Management		
Administration		
Utilities: Electricity		
Heat (non-electric)		
Janitorial/Cleaning		
Waste Removal		
Repairs and Maintenance		
Elevator / Escalator Maintenance		
Landscaping, Parking and Snow Removal		
Security		
Professional Fees – Legal and Audit		
Property Insurance		
Advertising		
Property Taxes		
Water Taxes		
Other (please specify: _____)		
Total Operating Expenses *		

*Before interest on mortgage debt, depreciation or amortization, capital cost allowance and any other non-operating expenses.

Net Operating Income		
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Identify Major Renovations or Capital Expenditures

Have there been Capital Improvements or Capital Renovations completed during this reporting period? If yes, please provide description and cost excluding HST below.

Item 1:		Associated Cost:	
Item 2:		Associated Cost:	
Item 3:		Associated Cost:	
Please attach a detailed list if space provided is insufficient		Total Capital Cost:	

Area Details as of December 31		
	2022	2023
Commercial Leasable Area Occupied (sf)		
Commercial Leasable Area Vacant (sf)		
Total Commercial Leasable Area (sf)		
Number of Apartment Units Occupied		
Number of Apartment Units Vacant		
Total Number of Apartment Units		

Commercial Rental Information (if applicable)	SECTION 7
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Note: If any vacancy exists in property, list square foot area and asking rent for all available space.

Tenant Type	Location		Tenant Name or Vacant <i>Including owner occupied if multi-tenant</i>	Lease Start Date YYYY/MM/DD	Lease End Date YYYY/MM/DD	Lease Type	Area (SF)	Contract Rental Rate (PSF)	Overage or Percent Rent (psf)	Recovery Income Collected (PSF)	Total Charges (PSF)	Asking rental rate for vacant space (psf)
	Floor	Suite #								<i>Operating Expense and Property Tax</i>		
<i>Office (O) Retail (R) Industrial (I) Storage (S)</i>						<i>Net, Semi-Gross, Gross</i>		(A)	(B)	(C)	<i>Total revenue PSF received from tenant (= A + B + C)</i>	<i>Please specify if Net, Semi-Gross or Gross</i>
<i>Example 1 - Office</i>	3	301	<i>ABC Company</i>	<i>2019/01/01</i>	<i>2023/12/31</i>	<i>Net</i>	<i>2,500 sf</i>	<i>\$25.00</i>	<i>\$0.00</i>	<i>\$12.00</i>	<i>\$37.00</i>	<i>n/a</i>
<i>Example 2 - Retail</i>	1	101	<i>Vacant</i>	<i>n/a</i>	<i>n/a</i>	<i>Gross</i>	<i>1,000 sf</i>	<i>n/a</i>	<i>n/a</i>	<i>0.00</i>	<i>n/a</i>	<i>\$35.00 (gross)</i>

Certification

SECTION 8

As per my signature below, I certify that all information, accompanying schedules and statements have been reviewed by me and to the best of my knowledge and believe are true, correct, and complete.

Name (Please Print) _____

Position _____

I am: Owner/Employee Agent/Management Company

Signature _____ Date (YYYY-MM-DD) _____

Phone _____ Email _____

Privacy Notice

SECTION 9

The information on this form is collected by the City of St. John's under the authority of the Assessment Act, 2006 and will be used for property valuation and assessment purposes. The City of St. John's is committed to the protection of personal information under the Access to Information and Protection of Privacy Act, 2015. The City will only access, use, and disclose your personal information with your consent or where it is permitted or required by law. Questions about the collection and use of the information may be directed to the Manager of Assessment by telephone: 709-576-8233 or by email: jslaney@stjohns.ca

Submission

SECTION 10

Return all pages
by mail, email
and/or fax to:

Assessment Division
P.O. Box 908 10 New Gower Street
St. John's, NL A1C 5M2
Email: questionnaires@stjohns.ca
Fax: 709-576-8603

For further information/questions, contact
the Assessment Division:
Phone: 709-570-2018