

## Life Lease Income and Expense Information

Income year: \_\_\_\_\_

### Section 1 - General Information

Municipality _____	Contact name _____
Roll number _____	Phone number _____
Civic address _____	Cell number _____
Property name _____	Email _____

### Section 2 - Entrance Fees

Minimum entrance requirement:

1 bedroom _____	3 bedroom _____
2 bedroom _____	other _____
length of amortization _____	interest rate _____ %

Does entrance requirement include indoor parking?    yes      no

If not, please show additional amount required? \_\_\_\_\_

### Additional Entrance Fee/Rent Reduction:

Is there opportunity for a reduced rent with additional entrance fee payments?

	<u>1 bedroom</u>	<u>2 bedroom</u>	<u>3 bedroom</u>	<u>other</u>
<u>additional fee</u>	_____	_____	_____	_____
<u>rent reduction</u>	_____	_____	_____	_____

### Section 3 - Property Characteristic Information

Does your property have the following?

laundry facilities	common room/recreation centre
elevator	security system
swimming pool	patios/decks

### Section 4 - Caretaker Suite

Type:	bachelor	1 bedroom	2 bedroom	3 bedroom	4 bedroom
Location:	basement	1st floor	2nd floor	3rd floor and up	
monthly rental:	_____				

### Section 5 - Vacancy Information

vacancy \_\_\_\_\_%

collection losses \_\_\_\_\_

### Section 4 - Expense Information

Who pays the following expenses?

heat	owner	tenant
cable TV	owner	tenant
hydro	owner	tenant
common area costs	owner	tenant

**Capital Expenses**

Has the property had any capital improvements in the last year?      yes      no

If yes, please provide a detailed breakdown of type and cost of capital expenses incurred in the last year.

**Section 5 - Suite Income Information**

Example: You have 2 two bedroom suites on the main floor. The minimum entrance fee is \$110,000, the monthly rent is \$815 and the common area fee is \$341. The data would be entered as follows:

1 Bedroom	Main Floor	2@ \$110,000	2 @ \$815	2 @ \$341	2 @ \$1,156
Suite Type	Location	Minimum Equity	Monthly Rental	Monthly Common Fees	Total Monthly Fees
Bachelor	Basement	@	@	@	@
	1st floor	@	@	@	@
	2nd floor and up	@	@	@	@
1 Bedroom	Basement	@	@	@	@
	1st floor	@	@	@	@
	2nd floor and up	@	@	@	@
2 Bedroom	Basement	@	@	@	@
	1st floor	@	@	@	@
	2nd floor and up	@	@	@	@
3 Bedroom	Basement	@	@	@	@
	1st floor	@	@	@	@
	2nd floor and up	@	@	@	@
4 Bedroom	Basement	@	@	@	@
	1st floor	@	@	@	@
	2nd floor and up	@	@	@	@

**Section 6 - Miscellaneous Income Information****Indoor Parking:**

	Attached Garage	Detached Garage	Parkade
no. of spaces	_____	_____	_____
rent/month/space	_____	_____	_____

Gross annual revenue from indoor parking: \_\_\_\_\_

Is indoor parking included in monthly suite rental?      yes      no

**Outdoor Parking:**

Gross annual revenue from outdoor parking: \_\_\_\_\_

Is outdoor parking included in monthly suite rental?      yes      no

Number of spaces available: \_\_\_\_\_ @ \_\_\_\_\_ /month

**Laundry:**

Gross annual revenue from laundry: \_\_\_\_\_

**Section 7 - Comments**

Completed By \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_