



Property Income Questionnaire – Service Station
2022 Reassessment

Contact Information

SECTION 1

Tax Map Number _____

Property Address _____

Owner’s Name _____

Contact Person _____

Contact Email _____ Phone Number _____

Leasable Area _____ Vacant Area _____

Is the property owner occupied? Yes No

Property Sale, Renovation, Appraisal

SECTION 2

- | | | | |
|----|--|-----|----|
| 1. | Was this property purchased in the past five years? | Yes | No |
| 2. | Was this property offered for sale in the past five years? | Yes | No |
| 3. | Was this property appraised in the past five years? | Yes | No |
| 4. | Was this property renovated in the past five years? | Yes | No |

Note: If an appraisal has been completed on the subject property, 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: _____ Signature: _____

Date: _____

Financial Details
SECTION 3

Details are to be provided by Owners for each of the three (3) years 2017, 2018, and 2019 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. If there are any tenants in place at this property, you must also complete the Summary of Existing Tenancy Questionnaire.

For Fiscal or Operating Year Ending

Operating Revenue	2017	2018	2019
Rental Income			
Office Rent			
Retail Rent			
Residential Rent			
Storage Rent			
Warehouse Rent			
Parking Rent			
Furniture & Chattels Rent			
Leasehold Improvements Rent			
Other/Miscellaneous Income			
Recovery Income (Recharged Operating Income)			
Taxes			
Common Area Changes			
Utilities (Heat & Light)			
Management & Administration			
Other			
Total Recovery Income			
Total Actual Revenue (Rental & Recovery)			
Rental Value of Vacant Space			-
Total Potential Revenue			

For Fiscal or Operating Year Ending

Operating Expenses	2017	2018	2019
Property Taxes			
Other Taxes			
Utilities (Heat & Light)			
Municipal Water (Water Tax)			
Wages & Salaries (excluding management & administration)			
Maintenance & Repairs (if major, detail on separate sheet)			
Property & Liability Insurance			
Snow & Garbage Removal			
Legal, Audit, & Professional Fees			
Management & Administration			
Elevator/Escalator Expenses			
Other Expenses			
Total Operating Expenses*			
Net Operating Income			

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

Service Station Information Request	SECTION 4
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Underground Fuel Tanks

Number of Tanks	
Tank Size(s) (litres or gallons)	
Tank Wall Type (fibreglass or steel)	
Tank Thickness (single or double wall)	
Age or Installation Date(s)	
Tank Life Expectancy	

Canopy

Size/Area (sq ft or metres)	
Age or Installation Date	

Carwash

Size/Area (sq ft or metres)	
Age/Year Built	
Frame/Wall Type (concrete block, reinforced concrete, etc.)	
Last Renovation Date	
Last Renovation Cost (excluding equipment)	

Area Details	SECTION 5
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For Fiscal or Operating Year Ending
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	2017	2018	2019
Total Area Occupied			
Total Area Vacant			
Total Area Leasable			

Declaration	SECTION 6
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By signing this form, I declare that the above information is correct to the best of my knowledge.

Print Name: _____ Signature: _____

Date: _____

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.

Please send completed form to:

City of St. John's
Assessment Division
Finance & Administration
P.O. Box 908, 10 New Gower Street
St. John's, NL A1C 5M2

For further information:
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Email: assessment@stjohns.ca