

**LIST OF RENTS AND TENANTS OR OCCUPANTS
 as of July 1st, 2021**

PROPERTY	Account number :	Matricule :
	Address :	Municipality:

SUMMARY OF LEASABLE AREAS

CATEGORY	WORKSHOPS	WAREHOUSES	OFFICES	BUSINESSES	DWELLINGS	OTHERS	PARKING SPACES	
Total gross leasable area (sq. ft.)							NUMBER OF SPACES	
Rented gross leasable area (sq. ft.)							Exterior	Interior
Vacant gross leasable area (sq. ft.)								
Gross leasable area under sublease (sq. ft.)								

I HEREBY DECLARE THAT THE INFORMATION PROVIDED HEREIN IS ACCURATE		
Representative's name : (in block letters)	Signature :	Date :
Title :	Company :	
Email address :	Telephone :	

USER GUIDE

Box No.	Description	Instructions
2	Name of tenant	Name of tenant or owner occupying the premises. If the premises is VACANT, enter VACANT. Enter FOR RENT, UNUSABLE, UNUSED, etc. in box 3 (Company name). Indicate in box 32 since when the premises has been vacant, and in box 31 the rent amount, check the services that are included in the rent.
3	Company name	Company name or business name of occupant
4	Main use of premises	Indicate the main use of the premises (example: business, kiosk, restaurant, office, warehouse...)
13	Floor	Use this column to write the floor number of the premises main entrance. Use the following: 1 = ground floor; 2 = 1st floor above ground floor, etc. S1 = first basement below ground floor; S2 = second basement, etc. M = usable mezzanine.
14	Vacant	Enter X in this box for each vacant premises. Fill out boxes 1 and local no. as well as boxes 16, 17 and 18. <i>(LL03 only)</i>
15	Leasable floor area (sq. ft.)	Show total leasable area in lease or measured. This area should be equal to the addition of boxes 16, 17 and 18. <i>(LL03 only)</i> If there is only one occupant in the immovable and the information on areas is not known, show 100%.
USE		
16,17,18	OFFICES, WORKSHOPS AND WAREHOUSES, COMMERCIAL SPACES <i>(LL03 form only)</i>	Separate the leasable area according to uses in columns 16, 17 and 18.
31	ANNUAL BASE RENT (excluding G.S.T. and Q.S.T.)	Indicate the annual base rent in effect as of the date of the form below the Montréal symbol, excluding G.S.T. and Q.S.T. If the lease includes a rent increase or indexation clause, fill out form BA01 - LEASE ABSTRACT
LEASE		
32 and 33	LEASE PERIOD Start / End	Indicate month and year.
34	N = New lease R = Renewal	Enter " N " for a new lease on the market. " R " is indicated if the rent is not predetermined based on a renewal clause, but renewed according to market conditions. If the lease is signed between bound partners, enter " L ".
SERVICES INCLUDED IN BASE RENT		
04-03-05-25	Heating; Electricity; Air conditioning; Cleaning	Enter " X " in the appropriate box, if service is included in the annual base rent.
07 and 06	Number of parking: Ext. (outdoor) and Int. (indoor)	Enter the number of parking spaces, if they are included in the annual base rent.
74 and 75	Other	Indicate in the heading the nature of service that is included in the annual base rent and enter X in this box.
ANNUAL ADDITIONAL RENT		
117	Amount of percentage rent. <i>(LL01 form only)</i>	Enter the amount of percentage rent billed to the tenant for the year.
120 138 160	Energy (HVAC and electricity) Maintenance and other operation expenses Municipal and school taxes	Enter the amount billed to the tenant for one year in regard with the item.
162	Non residential portion of property taxes	Enter the non residential property tax amount billed to the tenant for one year, if this amount is not included in the amount in box 160.
38	TOTAL	Summarize the boxes 31 + 117 <i>(117 - LL01 form only)</i> + 120 + 160 + 162 + 138
PARKING NOT INCLUDED IN BASE RENT <i>(LL01 form only)</i>		
140 and 141	Number	For parking spaces that are not included in the base rent, enter on line Ext. the number of exterior parking spaces and on line Int. the number of interior parking spaces.
142 and 143	Amount	On the corresponding line, enter the annual rent for all the exterior/interior parking spaces.
RENTAL IMPROVEMENTS PAID BY		
40	Execution year	Show year when repairs/improvements were made to the premises.
41 and 42	Amount	Show the cost of repairs for the premises on Owner line, if work was paid by the owner, or on the Tenant line, if it was paid by the tenant. If an allowance has been paid by the owner to repair the premises, inscribe the amount on Owner line. If the repairs were paid by the tenant and you don't know the amount, enter N/A.

