



## Retirement Home

### Terms & Definitions

Term	Definition
Fiscal year end date *	If this financial report does not represent a full year, indicate the number of months being reported to the right.
Potential Resident Days	The total number of suites available to actual or potential residents of the home multiplied by 365.
Actual Resident Days	The actual number of days (in a year) the suites were occupied.
Reported Vacancy (%)	The % ratio of vacancy and collection loss (at market rental rates) to potential gross income.
2 <sup>nd</sup> Occupant Resident Days	The number of days that suites were occupied with a 2nd occupant.
Respite Days	The numbers of days the suites were occupied for respite care.

#### Revenue (\*Completion of at least one field is mandatory)

Term	Definition
Total Bed Revenue	Actual rental revenue from suites (accommodation and care).
Respite and Guest Fees	Revenue from respite care and guest accommodation use.



Term	Definition
Parking	Revenue from rental of indoor/ outdoor parking spaces.
Other Commercial Leases	Revenue from leases signed with tenants not related to the retirement home operation (e.g. convenience store, office).
Third Party Sign (Billboard)	The amount of income received by the property owner from third party sign operator(s) for billboard(s) located on the property.
Other	All other revenue. Please provide a breakdown.

**Operating Expenses (\*Completion of at least one field is mandatory)**

Term	Definition
Total Payroll and Benefits	From all sources, including management, direct labour and associated benefit costs such as EI, CPP, WSIB, employer health tax, vacation pay, staff on-site accommodations, staff meals, clothing allowance, and the like.
Food and Beverage Costs	Costs related to food and beverages served to residents/guests.
Dietary Supplies & Services	Costs related to dietary supplies and services provided to residents.
Medical & Nursing Supplies	Costs related to medical and nursing supplies and services provided to residents.



Term	Definition
Housekeeping Supplies & Services	Costs related to housekeeping supplies and services provided to residents.
Laundry & Linen Supplies & Services	Costs related to laundry and linen supplies and services provided to residents.
Communications	Costs related to providing internet or communications services.
Resident Activities	Costs related to daily or regular activities (e.g. social, gardening, cooking class, health class, etc.) provided to residents.
Administration & Office Supplies	Dues and subscriptions, automotive cost for travel/education/training, office supplies, computer supplies, donations, bank and credit card charges.
Consulting & Professional Fees	All charges related to external consultants; legal and accountants/auditors including travel and disbursements.
Marketing	All charges for promotional advertising, including internet, print, radio, and television advertising.
Repairs & Maintenance	Includes all expenses related to repair buildings and associated furniture and fixtures. Should not include capital expenditures.
Utilities	All utilities associated with the operation of the facilities including hydro, propane, gas, heating oil, water and sewage, cable and satellite.
Other	All other expenses. Please provide a breakdown.



Term	Definition
Management Fee	Fees paid to a third party management individual/ company. This category does not refer to management salaries.

### Fixed Charges

Term	Definition
Insurance *	All types of insurance related to the operations and buildings of a retirement home. Excluded is insurance related to employee benefits which is accounted for under "Total Payroll and Benefits".
Property Tax *	The total amount paid in municipal taxes for the most recent fiscal year.
Amortization/ Depreciation	Amount of depreciation of depreciable real estate assets including depreciation for components related to capitalized leasing costs and capitalized improvements. Amortization of tenant or landlord's improvement.

### Reserve for Replacement

Term	Definition
Reserve for Replacement Allowance	For the fiscal year being reported, the amount that was set aside for future replacement of furniture, fixtures and equipment (FF&E) or other short-lived items.



Term	Definition
Replacement Spending on Short-lived items	For the fiscal year being reported, the amount actually spent to replace furniture, fixtures, equipment (FF&E) or other short-lived items.

### Capital Costs Summary

Term	Definition
Capital Costs	Costs associated with replacing components of the structure that will require replacing before the end of the structure's economic life, such as roof and window replacements. This should not be confused with costs for maintenance.

### Retirement Rental Data Form

Term	Definition
Rent Inclusions	For a typical unit, indicate what is included in the monthly rent charged to residents. Check all that apply.
Heat	A ✓ will indicate that heating costs are included in the monthly rent paid by a tenant.
Hydro	A ✓ will indicate that hydro costs are included in the monthly rent paid by a tenant.
Water	A ✓ will indicate that water costs are included in the monthly rent paid by a tenant.



Term	Definition
Cable	A ✓ will indicate that cable costs are included in the monthly rent paid by a tenant.
Internet	A ✓ will indicate that internet costs are included in the monthly rent paid by a tenant.
Food	A ✓ will indicate that a meal plan is included in the monthly rent paid by a tenant.
Housekeeping	A ✓ will indicate that housekeeping services are included in the monthly rent paid by a tenant.
Activities	A ✓ will indicate that costs associated with activities are included in the monthly rent paid by a tenant.
Care Services	Indicate which care services are typically included in the rent for this suite type. Check all that apply.
Drug	A ✓ will indicate that a service whereby retirement home staff assist a resident in taking a prescribed drug/ medication is included in the rent for this suite type.
Feeding	A ✓ will indicate that a service whereby retirement home staff assist a resident in eating a meal(s) is included in the rent for this suite type.
Bathing	A ✓ will indicate that a service whereby retirement home staff assist a resident in taking a shower and/or bath is included in the rent for this suite type.
Contenance	A ✓ will indicate that a service whereby retirement home staff assist a resident in remaining continent is included in the rent for this suite type.



Term	Definition
Dressing	A ✓ will indicate that a service whereby retirement home staff assist a resident in dressing and undressing is included in the rent for this suite type.
Hygiene	A ✓ will indicate that a service whereby retirement home staff assist a resident in maintaining their personal hygiene is included in the rent for this suite type.
Ambulation	A ✓ will indicate that a service whereby retirement home staff assist a resident in moving from one place to another is included in the rent for this suite type.
Meals	A ✓ will indicate that a service whereby retirement home staff provide a meal(s) for residents is included in the rent for this suite type.
Dementia	A ✓ will indicate that a dementia care program is included in the rent for this suite type.
Skin/Wound	A ✓ will indicate that a skin and wound care program is included in the rent for this suite type.
Medical	A ✓ will indicate that any service that a member of the College of Physicians and Surgeons of Ontario provides while engaging in the practice of medicine is included in the rent for this suite type.
Nursing	A ✓ will indicate that any service that a member of the College of Nurses of Ontario provides while engaging in the practice of nursing is included in the rent for this suite type.



Term	Definition
Pharmacy	A ✓ will indicate that any service that a member of the College of Pharmacists of Ontario provides while engaging in the practice of pharmacy is included in the rent for this suite type.
Suite Type *	Provide all information broken down by suite types.
Number of Units *	Number of units for the selected suite type.
Area SF *	Average size in square feet of the selected suite type.
Actual Rent *	The monthly rent (inclusive of typical care options) being charged to current residents of the home.
Monthly Market Rent *	The monthly market rent is the most probable amount one unit of this suite type would rent for in the open market (inclusive of typical care options) as of the date of MPAC's request.
Typical Care Rate *	A fixed monthly fee for the personal care services provided to residents.
Second Occupant Fee	Any fees paid by second occupant in a suite.
Independent Living	A type of service to resident that does not require personal care or assistance.
Assisted Living	A type of care for a person who requires personal assistance services.
Memory Care	A type of care for a person with permanent memory loss and confusion resulting from dementia or Alzheimer,





Term	Definition
	who is at risk of wandering and may have behavioural issues.
Surface / Uncovered	Number of outdoor parking spaces landlord has provided to this unit.
Indoor / Covered	Number of indoor parking spaces landlord has provided to this unit. Indoor spaces include any type of covered parking, e.g. carports.
Total Spaces (not included in rent)	The total number of parking spaces not included in rent.
Monthly Rate (per space)	The total amount charged separately to the tenant for all outdoor parking spaces that are not included in the monthly 'Market Rent'.
Total Spaces (included in rent)	The total number of parking spaces included in rent.
Total Spaces	The total number of parking spaces per type (surface or indoor).
Indoor Parking – Monthly Rate	The monthly amount charged per space for indoor parking that is not included in market rents.
Surface Parking – Monthly Rate	The monthly amount charged per space for outdoor parking that is not included in market rents.

\* Indicates a mandatory field