



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

**Retirement Home
Terms & Definitions**

| Term | Definition |
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| 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 nd Occupant Resident Days | The number of days that suites were occupied with a 2 nd 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 |
| 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 |
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| 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 |



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| Medical & Nursing Supplies | Costs related to medical and nursing supplies and services provided to residents |
| 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 |
| Management Fee | Fees paid to a third party management individual/company. This category does not refer to management salaries |

Fixed Charges

| Term | Definition |
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| 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. |



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Reserve for Replacement

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

Retirement Rental Data Form

| Term | Definition |
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| 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 |
| 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 a housekeeping services are included in the monthly rent paid by a tenant |
| Activities | A ✓ will indicate that a costs associated with activities are included in the monthly rent paid by a tenant |



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| 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 |
| Continence | 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 |
| 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 |



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| 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, 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 |



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| Surface Parking – Monthly Rate | The monthly amount charged per space for outdoor parking that is not included in market rents |
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* Indicates a mandatory field