

## 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 2 <sup>nd</sup> 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
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
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
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

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
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### Capital Costs Summary

Term	Definition
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
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
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
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
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
Surface Parking – Monthly Rate	The monthly amount charged per space for outdoor parking that is not included in market rents

\* Indicates a mandatory field