



Land Lease and Mobile 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.

Number of Sites

Term	Definition
Occupied	The total number of occupied sites leased (excluding transient and campground sites) as of MPAC's request date.
Vacant	The total number of vacant sites (excluding all transient and all campground) as of MPAC's request date.
Total Number of Sites	The total number of occupied and vacant sites on the property as of MPAC's request date.
Transient	The total number of transient sites as of MPAC's request date.
Campground	The total number of campground sites as of MPAC's request date.



Income/Revenue

Term	Definition
Land Lease Amount from Sites	Total amount of land leases from sites excluding any costs that are separately charged as of MPAC's request date.
Maintenance Fees	The total maintenance fees collected. These fees include maintaining the care of sites, cutting of grass as an example and common areas such as recreational centre.
Property Tax Recoveries	The total amount of income collected from tenants in the form of property tax recoveries.
Hydro Recoveries	The total amount of income collected from tenants in the form of hydro.
Water / Sewer Recoveries	The total amount of income collected from tenants in the form of water/sewer.
Cable Recoveries	The total amount of income collected from tenants in the form of cable TV.
Laundry	The total amount of income generated by the laundry facilities at the property.
Third Party Signs (Billboards)	The amount of income received by the property owner from third party sign operator(s) for billboard(s) located on the property.



General Expenses

Term	Definition
Property Taxes *	The total amount paid in municipal taxes for the most recent fiscal year.
Insurance *	The total amount paid for all types of insurance related to the property operations. Excluded is insurance related to employee benefits which is accounted for under wages and benefits.

Administration Expenses

Term	Definition
Management	Dues and subscriptions, all telecommunication costs, automotive cost for travel/education/training, office supplies, computer supplies, donations, bank and credit card charges.
Legal & Audit Fees	All charges related to legal and accountants/auditors including travel and disbursements.
Professional Fees	All charges related to external consultants including travel and disbursements.
Leasing Commissions	Fees paid to an agent for leasing tenant space.
Marketing & Promotion	All charges for promotional advertising, including internet, print, radio, and television advertising.
Office Supplies/ Equipment	All charges related to office supplies/equipment.



Term	Definition
Wages 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, etc.

Utilities

Term	Definition
Hydro	The total amount paid for hydro electricity at the property.
Water/ Sewer	The total amount paid for water and sewer services at the property.
Cable TV	The total amount paid for cable TV service at the property.

Property Maintenance

Term	Definition
Waste Removal/ Recycling	The total amount paid for waste removal and recycling at the property.
Snow Removal	The total amount paid for snow removal at the property.
Landscaping	The total amount paid for landscaping at the property.
HVAC Maintenance	The total amount paid for HVAC (heating, ventilation, and air-conditioning) servicing and repair at the property.



Term	Definition
Parking Garage Maintenance	The total amount paid for the servicing and repair of the parking facilities at the property.
Exterior Maintenance	The total amount paid for exterior maintenance at the property.
Building Maintenance	The total amount paid for building maintenance.
Security & Fire	The total amount paid for security and fire system servicing and repair at the property.
Janitorial	The total amount paid for janitorial services at the property.
Pool/ Rec./ Tennis etc. Maintenance	As applicable, the total amount paid for the servicing and repair of any pools, recreation centres, or tennis courts at the property.
Painting/ Decorating	The total amount paid for cosmetic upgrades to mobile homes or common areas at the property (e.g. painting or decorating).
Water Testing/ Treatment	The total amount paid for water testing / treatment at the property.

Other

Term	Definition
Auto	Costs associated with automobile repairs and maintenances.



Rental Income Loss

Term	Definition
Vacancy	The total amount of income lost due to vacancies and tenant turnover from the most recent fiscal year.
Collection	The total amount of income lost due to nonpayment of rent by all tenants from the most recent fiscal year.

Capital Cost Summary

Term	Definition
Capital Cost	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.

* Indicates a mandatory field