



Expression of Interest to Lease Property from The City of Calgary

The information you provide is not an offer or a contract and does not constitute an interest in land. The purpose of this Expression of Interest is to provide information to The City of Calgary regarding your desire to lease property(ies) as advertised on calgary.ca/realstate prior to negotiation of a formal agreement. The completion and submission of the Expression of Interest in no way obligates you to lease the property in question and is not in any way binding upon The City of Calgary. The Expression of Interest is for information purposes only.

Submit this Expression of Interest form by e-mail to vanessa.wong@calgary.ca.

Expressions of Interest will not be reviewed until after the deadline date. After the deadline date, Expressions of Interest will be reviewed as received. We will review your Expression of Interest and contact you to confirm whether or not The City of Calgary will negotiate a formal agreement. The City of Calgary reserves the right to negotiate with only those parties that the City of Calgary so determines in its sole discretion.

All Leases are subject to approval based on Council policy for real estate transaction approvals.

Contact Information

Required Fields are marked with an asterisk (*)

* Date	
* Lessee Name	
* Contact Name <i>(if different from Lessee Name)</i>	
* Contact Phone Number	
Contact Fax Number	
E-mail Address	
Address	
City	
Province/State	
Country	
Postal/Zip Code	

Property Requesting to Lease

Either	<input type="checkbox"/> * Indicate the plan, block and lot	
	Plan	
	Block	
	<input type="checkbox"/> Lot	
And/Or	* Enter a detailed description or a municipal address	

What Rent Price Are You Prepared to Pay?

* Annual Rent	\$	
Security Deposit	2 months' rent plus GST (annual rent ÷ 12x2)	\$

Commencement Date

What is your preferred date to commence the lease?

* Day	
* Month	
* Year	

Real Estate Agent Involvement

Is there a Real Estate Agent involved? **	<input type="checkbox"/> No	<input type="checkbox"/> Yes (complete the information below)
Real Estate Agent		
Agent's Phone Number		
Agent's Fax Number		
Agent's E-Mail		
Real Estate Brokerage		

** If you are using a real estate agent, all negotiations must take place through your Agent.

This information is collected under the authority of section 33 (c) of the Freedom of Information and Protection of Privacy Act for the purpose of providing information to The City of Calgary regarding properties for lease. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act.

Information required with application

A business case: Please provide a general description of your business proposal and how this opportunity will provide added benefit for the community.

Proof of financial stability: Please describe/include the following:

- Projected operational budget
- Projected capital budget
- Audited financial statements for the past 3 years, if available (this maybe irrelevant as could be a start up)
- Bank statements for all accounts, not more than 30 days old

References: Include Letters of Support from past and/or present Landlords (subject to alternatives for new enterprises).

The City reserves the right to contact these references without prior notification to the Proponent. The City also reserves the right to contact any previous or current user of the Proponent's products or services, including the City's own personnel.

Evaluation criteria

Category: Rated Criteria	Weight	Maximum Potential Score
Experience and Qualifications - how long Proponent has been in related business	20	200 Points
Project Understanding and Proposal for Implementation - product variety, inventory, displays, sales concepts, design specifications of infrastructure	20	200 Points
Infrastructure maintenance and safety plan	10	100 Points
Proponent Financial Stability	20	200 Points
Alignment with CT design and business principles and goals and commitment to customer experience	10	100 Points
References	5	50 Points
Value Add	10	100 Points
Benefits Driven Procurement	5	50
Proposed Monthly Rent (PMR)	N/A	500 points based on formula
TOTAL SCORE	N/A	1,500 Points