



## 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 properties as advertised on [calgary.ca/realestate](http://calgary.ca/realestate) 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](mailto: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

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

## What Rent Price Are You Prepared to Pay?

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

## Commencement Date

What is your preferred date to commence the lease?

<b>* Day</b>	
<b>* Month</b>	
<b>* Year</b>	

## Real Estate Agent Involvement

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

\*\* 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:**

General description of your business proposal, governance model, organizational structure, corporate vision and/or mission; current business plan. Please describe how this opportunity will enhance the Max Bell facility and further impacts 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

### **Alternate form proposal:**

Please describe/include all relevant details and suggestions to Lease alternatives. We are focused on creating a cultural hub with citizen centric benefits – please express how your proposal will achieve the Project Vision.

### **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.