

**BUILDING:** 2 Queen Street East

**TENANT:** \_\_\_\_\_

**STORE NUMBER :** \_\_\_\_\_

**Sales Information**

**GROSS SALES FOR THE MONTH OF :** \_\_\_\_\_

**Percentage Rent Calculations**

**Gross Sales Amount (\$) for the Month** \_\_\_\_\_ (A)

**Less :** Minimum Rent For The Month \_\_\_\_\_ (B)

**Balance Percentage Rent Due** ("A" - "B", if "B" exceeds "A" enter 0) \_\_\_\_\_ (C)

**GST Amount** ("C" x 6%) \$ \_\_\_\_\_ - (D)

**Total Percentage Rent Due** ("C" + "D") \$ \_\_\_\_\_

**Authorized By:** \_\_\_\_\_

**Telephone No. :** \_\_\_\_\_

**Please Note:**

- 1) Negative amounts for "C" shall be recorded as zero. No refunds will be granted until acceptable audited sales report is received and credit is verified.
- 2) Please refer to your Lease for terms and conditions of Minimum Rent and Percentage Rent payments, as well as definitions of terms relating to Percentage Rent. If you need further information or clarification, please contact the Property Management Representative.