



May 2023

OWNER
ADDRESS 1
ADDRESS 2
ADDRESS 3

Property Location/Municipality:

Roll Number:

Access Key:

Web Access Code:

Subject: Your property information is required - please submit by July 14, 2023

Dear Property Owner:

To establish accurate assessments, the Municipal Property Assessment Corporation (MPAC) requires specific information regarding the above-noted property.

MPAC is responsible for assessing and classifying all properties in Ontario in accordance with the *Assessment Act* and regulations set by the Government of Ontario. The *Assessment Act* provides MPAC with the authority to collect this information, as well as the requirement for compliance by property owners.

To assist in determining accurate values for your property and other comparable properties, you are required to submit the following information by **July 14, 2023**:

- An income and expense report for your most recently completed fiscal year.
- A summary of all vacant areas and lost income due to vacancy and collection loss.
- A summary of additional charged parking spots, including surface or indoor/covered, total spaces, and monthly rent.
- Information from your current rent roll including any non-residential tenants.

To learn more about property assessment and why MPAC requires this information visit mpac.ca/propertytypes.

How to Submit Your Information

To submit your information, please follow these steps:

1. Visit mpac.ca and log in to **AboutMyProperty™** using your email address and password.

Note: If this is your first time using AboutMyProperty, you will have to register first using your Roll Number and Access Key found at the top of this letter. If you already have an account, you can log in using your existing User ID and password and you will be prompted to re-register using your email address and a new secure 11-character password.

2. At the next screen, select “**Property Income and Expense Return**”.
3. Log in with your **Roll Number** and **Web Access Code** found at the top of this letter.

4. Complete all sections of the form and click “**Submit**” at the top right of the page. You also have the option to print a draft copy for review prior to submission.

To assist in submitting your information, a user guide and terms and definitions are available at mpac.ca/PIER.

Section 11 of the *Assessment Act* authorizes MPAC to collect information for property assessment purposes. Section 13 of the Act provides penalties for failing to provide requested information and for providing false information.

If the information requested is not provided in full, MPAC may be required to estimate your property details when completing the assessment. In addition, if you choose to appeal your assessment to the Assessment Review Board, the burden of proof will shift from MPAC to you.

MPAC’s Obligation to Protect Your Information

MPAC is committed to protecting your information and is prohibited from the unauthorized disclosure of your information under the *Assessment Act* and the *Municipal Freedom of Information and Protection of Privacy Act*. MPAC will collect and use information that is necessary to deliver legally authorized programs and services. On occasion, MPAC may use your contact information to obtain feedback, conduct surveys and enhance program delivery.

This letter includes an Access Key and Web Access Code to provide you with secure access to AboutMyProperty. Please store and/or securely dispose of this letter to ensure your information is protected. Contact MPAC if you believe your access has been compromised.

Thank you for your co-operation. If you have questions regarding this request, please contact us:

Toll-free 1 866 296-6722

TTY 1 877 889-6722

Monday to Friday – 8 a.m. to 5 p.m.

1340 Pickering Parkway, Suite 101, Pickering ON, L1V 0C4

You may also contact our call centre to request a French copy of this letter/Vous pouvez également prendre contact avec notre centre d’appels pour demander un exemplaire en français de cette lettre.

If you have accessibility needs, please let our representatives know how we can best accommodate you.

Yours truly,



Greg Martino, M.I.M.A.

Vice-President and Chief Valuation and Standards Officer