



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**:

- A summary of market rents for your most recently completed fiscal year, including occupancy, types of care services and rates, utilities included in rent, suite types, suite sizes, market rents, and second occupant fee.
- An income and expense report including a summary of rent roll information on the monthly rates charged for each unit type and configuration, residential occupancy/vacancy, second occupant, respite information and a reserve and capital costs summary.
- All vacant commercial areas and their corresponding market rents.
- If applicable, a summary of commercial rents including tenant/trading name, unit types and number, leasable area for each unit, current base rents, lease terms and commencement dates, tenant improvement allowances and step-up rent options.

To learn more about property assessment and why MPAC requires this information visit [mpac.ca/propertytypes](http://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](http://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, and 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