



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Date

Dear Sir/Madam:

**RE: Completion of Assessment Record Form
(Name of Condo Corporation, i.e, York Condominium Corporation No. 176
Address)**

I am writing to inform you of the Municipal Property Assessment Corporation's (MPAC) plans to issue Assessment Record Forms to the property owners at (*municipal address*). The purpose of this initiative is to obtain correct and up to date information in order to determine accurate property assessments for each condominium unit in your building.

A sample of the **Assessment Record Form** that will be mailed to each property owner has been enclosed for your information. MPAC seeks your assistance in encouraging all property owners to return their completed Assessment Record Forms by mail, fax or by calling our Customer Contact Centre. MPAC may contact the property owner at a later date to clarify any information on the form, or to arrange an on-site inspection of the property.

MPAC is responsible for assessing all property in Ontario for the purpose of municipal taxation. This request for information is authorized under *Section 11* of the *Assessment Act* and is protected by the *Municipal Freedom of Information and Protection of Privacy Act*. MPAC is prevented from releasing personal information except as authorized under provincial legislation.

Thank you for your cooperation in this matter. If you have any questions, please contact CSM name, Customer Service Manager, at XXX-XXX-XXX.

Yours truly,

CSM Name

Municipal Property Assessment Corporation
P.O Box 9808 Toronto ON M1S 5T9
T: 1-866-296-6722 F: 1-866-297-6703 W: www.mpac.ca