

MPAC's Disclosure Schedule

The Assessment Review Board (ARB), in consultation with MPAC, representative firms and municipalities, published a Disclosure Guideline and Schedule that identifies relevant documents that should be routinely disclosed for common issues that arise in appeal proceedings, including which party is to provide the disclosure and when it is to be disclosed. The ARB developed the Disclosure Guideline and Schedule in order to assist the parties in ensuring that adequate disclosure is provided and to avoid disputes regarding disclosure whenever possible.

The reference table below outlines where MPAC has been identified as the party responsible for disclosing a document/information during Initial Disclosure in the Schedule of Events for General Proceedings - along with a guide to where this information is found in MPAC's initial disclosure material. Additional documents, not listed in the reference table, may be relevant, based on the issues raised in an appeal.

Please note, MPAC's three levels of disclosure - the Methodology Guide, the Market Valuation Report and the Property Profile - are limited to the 2016 CVA and are available on AboutMyProperty™ and Municipal Connect™. In addition to this information, where applicable, MPAC will provide to all parties to an appeal the following documents: (a) a Property-Specific Adjustment Document (PSAD), (b) a summary of reported rents and (c) a property profile(s) for any appeals filed for previous assessment cycles.

Note: During Initial Disclosure, MPAC will provide the information included in column ii. of the table below except where marked (). A written request for the marked (**) information must be made to MPAC during week 5 following the commencement day in the ARB's Schedule of Events for General Proceedings.**

i. Issue by Methodology	ii. Documents, Studies or Information Subject to Disclosure	iii. Location of Information
(1) COST APPROACH		
(a) Land Value	Particulars relating to land value by market area and property type, (i) Land calculations used to produce land values; (ii) Particulars of land sales used: - Date of sale - Sale price** - Address of property - Land sales not used in analysis with reason code** (iii) Site information;	(i) Applicable Land MVR (by market area and land type (commercial or industrial)) - Available at the property record level on Municipal Connect (ii) Applicable Land MVR (by market area) - Applicable Schedule - Available at the property record level on Municipal Connect (iii) Property Profile - Available at the property record level on Municipal Connect
(d) Reproduction and/or Replacement Cost New (RCN)	(i) Property Profile; (ii) Directives and Policy Statements, including the Methodology Guide and Market Valuation Report; (iii) Cost Analytics and RCN Rate Study; (iv) Complete copy of ACS Rates per Component; (v) Description of how Indirect Costs were calculated; (vi) Description of how Quantity Adjustment Factors were calculated;	(i) Available at the property record level on Municipal Connect (ii) Available at the property record level on Municipal Connect (iii) Industrial Cost MVR - Supplemental Report (<i>Cost Approach: A Report on Industry Cost Drivers and MPAC Methodology</i>) - Page 241 - Available at the property record level on Municipal Connect Commercial Cost MVR - Supplemental Report (<i>Cost Approach: A Report on Industry Cost Drivers and MPAC Methodology</i>) - Page 114 - Available at the property record level on Municipal Connect (iv) Property Profile - Available at the property record level on Municipal Connect (v) Industrial Cost MVR - page 14 & Supplemental Report (<i>Cost Approach: A Report on Industry Cost Drivers and MPAC Methodology</i>) - Page 255 (14) - Available at the property record level on Municipal Connect Commercial Cost MVR - page 14 & Supplemental Report (<i>Cost Approach: A Report on Industry Cost Drivers and MPAC Methodology</i>) - Page 128 (14) - Available at the property record level on Municipal Connect (vi) Industrial Cost MVR - page 16 & Supplemental Report (<i>Cost Approach: A Report on Industry Cost Drivers and MPAC Methodology</i>) - Page 253 (12) - Available at the property record level on Municipal Connect Commercial Cost MVR - page 16 & Supplemental Report (<i>Cost Approach: A Report on Industry Cost Drivers and MPAC Methodology</i>) - Page 126 (12) - Available at the property record level on Municipal Connect
(e) Depreciation: Physical, Functional or Economic Obsolescence	Particulars relating to depreciation, including: (i) Obsolescence analysis used in the determination of assessed values; (ii) Calculations made to arrive at the estimated loss in value resulting from obsolescence, including but not limited to a detailed itemization of inputs, outputs and rationale; (iv) Methodology for determining physical deterioration;	(i) Industrial Cost MVR - Section 6, page 24 - Available at the property record level on Municipal Connect Commercial Cost MVR - Section 6, page 25 - Available at the property record level on Municipal Connect (ii) Industrial Cost MVR - Section 2, page 13; Schedule A, page 58 - Available at the property record level on Municipal Connect Commercial Cost MVR - Section 2, page 14; Schedule A, page 41 - Available at the property record level on Municipal Connect (iv) Industrial Cost MVR - Section 2.4, page 18; Section 6.3, page 26 - Available at the property record level on Municipal Connect Commercial Cost MVR - Section 2.4, page 18; Section 2.7, page 21; Section 6.3, page 28 - Available at the property record level on Municipal Connect

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(2) INCOME APPROACH		
(a) Capitalization Rate	Particulars relating to the capitalization rate, including: (ii) Taking into account the relevant market area and appropriate valuation parameters, the total sales investigated: - Sale price** - Address of property - Sales not used in analysis with reason code**	(ii) Office MVR - Schedule B - Available at the property record level on Municipal Connect Retail MVR - Schedule C - Available at the property record level on Municipal Connect Multi-Res MVR - Schedule C - Available at the property record level on Municipal Connect Industrial Mall MVR - Schedule B - Available at the property record level on Municipal Connect Hotel MVR - Schedule B - Available at the property record level on Municipal Connect Retirement Home MVR - Schedule B - Available at the property record level on Municipal Connect Long Term Care Home MVR - Schedule E - Available at the property record level on Municipal Connect
(b) Fair Market Rents	(iii) For each market area: - Summary of reported rents used in MPAC's analysis including count of observations by municipality, range and measures of central tendency; (iv) Document listing for each occupancy code, showing: - Gross Leasable Area - Tenant Listing - Adjusted and unadjusted fair market rent applied (v) Summary of analysis including: number of observations by market area and measures of central tendency.	(iii) Applicable Rental Addendum (retail, office, multi-res, industrial malls) - provided by MPAC during weeks 1 to 4 following the commencement day in the ARB's Schedule of Events for General Proceedings. (iv) - Property Profile (only if PIER submitted) - Available at the property record level on Municipal Connect; - Property Specific Adjustment Document (PSAD), if applicable - provided by MPAC during weeks 1 to 4 following the commencement day in the ARB's Schedule of Events for General Proceedings. (v) Retail MVR - Section 2.1, page 18; Section 5.1, page 29; Section 5.2, page 91 - Available at the property record level on Municipal Connect Office MVR - Section 2.1, page 18; Section 5.1, page 28; Section 5.2, page 81 - Available at the property record level on Municipal Connect Multi-Res MVR - Section 2.1, page 16; Section 5.1, page 26 - Available at the property record level on Municipal Connect Industrial Malls MVR - Section 2.1, page 15; Section 5.1, page 27; Section 5.2, page 85 - Available at the property record level on Municipal Connect
c) Vacancy and Collection Loss or Chronic Vacancy	Particulars of vacancy, including: (v) If studies completed, copies of the studies, save and except any information subject to section 53 of the <i>Assessment Act</i>	(v) Retail MVR - Section 2.2, page 21; Section 5.3, page 92; Section 5.4, page 101 - Available at the property record level on Municipal Connect Office MVR - Section 2.2, page 21; Section 5.3, page 82; Section 5.4, page 90 - Available at the property record level on Municipal Connect Multi-Res MVR - Section 2.2, page 19; Section 5.2, page 58; Section 5.3, page 61 - Available at the property record level on Municipal Connect Industrial Malls MVR - Section 2.2, page 19; Section 5.3, page 85; Section 5.4, page 90 - Available at the property
(d) Expense Ratios	Particulars relating to expense ratios, including: (iii) If studies completed copies of the studies save and except any information subject to section 53 of the <i>Assessment Act</i> .	(iii) Retail MVR - Section 2.3, page 23; Section 5.3, page 92; Section 5.4, page 101 - Available at the property record level on Municipal Connect Office MVR - Section 2.3, page 22; Section 5.3, page 82; Section 5.4, page 90 - Available at the property record level on Municipal Connect Multi-Res MVR - Section 2.3, page 21; Section 5.2, page 58; Section 5.4, page 81 - Available at the property record level on Municipal Connect Industrial Malls MVR - Section 2.3, page 21; Section 5.3, page 85; Section 5.4, page 90 - Available at the property record level on Municipal Connect
(h) Excess Land	If the issue is excess land: (i) The criteria used to determine excess land amount(s).	(i) - Property Specific Adjustment Document (PSAD), if applicable - provided by MPAC during weeks 1 to 4 following the commencement day in the ARB's Schedule of Events for General Proceedings.

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(3) SALES APPROACH		
(b) Sales relied upon in valuation	<p>(i) For all property types: sale date, sale amount** and address of sales used in analysis and sale date, sale amount, address and reason code of sales not used in the analysis**.</p> <p>(ii) Criteria for selection and application of relevant valuation model and factors.</p>	<p>(i) Applicable Land MVR (by market area and land type (commercial or industrial)) - Applicable Schedule - Available at the property record level on Municipal Connect Commercial Condo MVR - Schedule B - Available at the property record level on Municipal Connect Industrial Condo MVR - Schedule B - Available at the property record level on Municipal Connect Small Commercial Properties Toronto MVR - Schedule B - Available at the property record level on Municipal Connect Small Industrial Properties Toronto MVR - Schedule B - Available at the property record level on Municipal Connect Lands in Transition (Excluding Toronto) MVR - Schedule B - Available at the property record level on Municipal Connect Lands in Transition (Toronto) MVR - Schedule B - Available at the property record level on Municipal Connect</p> <p>(ii) Applicable Land MVR (by market area and land type (commercial or industrial)) - Available at the property record level on Municipal Connect Commercial Condo MVR - Section 2, page 12; Section 3, page 16; Section 5, page 21 - Available at the property record level on Municipal Connect Industrial Condo MVR - Section 2, page 12; Section 3, page 16; Section 5, page 20 - Available at the property record level on Municipal Connect Small Commercial Properties in Toronto MVR - Section 2, page 11; Section 3, page 15; Section 5, page 22 - Available at the property record level on Municipal Connect Small Industrial Properties in Toronto MVR - Section 2, page 11; Section 3, page 14 - Available at the property record level on Municipal Connect Lands in Transition (Excluding Toronto) MVR - Schedule B - Available at the property record level on Municipal Connect Lands in Transition (Toronto) MVR - Schedule B - Available at the property record level on Municipal Connect</p>