



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

April 2018

Dear Sir/Madam:

**Re: Property Location/Municipality:**  
**Roll Number:**  
**Access Key:**  
**Web Access Code:**

The Municipal Property Assessment Corporation (MPAC) is responsible for determining the assessed value of every property in Ontario for the purposes of municipal and education taxes.

While property assessments are updated on a four year cycle, MPAC collects property information annually to ensure data accuracy, data currency and to review and maintain records on property and market changes to inform the next Assessment Update.

#### **How Requested Information is used to Determine Assessments**

Pursuant to Section 11 of the *Assessment Act*, MPAC requires you to submit the following information online by **May 31, 2018**:

- A summary of golf statistics as of the date of MPAC's request including number of holes, prime rate, and any other rates charged for a round of golf at the course.
- An income and expense report and a capital costs summary on your property for your most recent fiscal year.
- If applicable, a summary of current rents as of MPAC's request date including tenant names and unit types, gross leasable area for each tenant, base rents, lease terms, lease commencement dates, tenant inducements, tenant improvement allowances, and step-up rent options.
- If applicable, a summary of all vacant areas and lost income due to vacancy and collection loss for your most recent fiscal year.

**NOTE: Your submission should include data for all the Roll Numbers that comprise your entire golf course.**

The information you submit will be used in the development of accurate and fair market values for your property and other comparable properties.

Please ensure that your information is submitted accurately and on time. MPAC will not grant extensions or formally respond to requests for extensions. Section 13 of the Act provides penalties for non-compliance and for providing false information. Furthermore, if the information requested is not provided and you choose to appeal your assessed value to the Assessment Review Board, the burden of proof will shift from MPAC to you.

## How to Submit Your Information

MPAC introduced the Property Income and Expense Return portal to facilitate the collection of information for commercial, industrial, multi-residential and hospitality properties. As a result, MPAC is no longer mailing paper forms with our information request letters. Please submit your information online by logging into [aboutmyproperty.ca](http://aboutmyproperty.ca) and following these easy steps:

1. Log in using your AboutMyProperty™ User ID and Password.
2. If this is your first time using AboutMyProperty, you will have to register first using your Roll Number and Access Key found on page one of this letter.
3. At the next screen, select “Continue to Property Income and Expense Return.”
4. Enter your Roll Number and Web Access Code found on page one of this letter.
5. Select “Login.”
6. Complete and submit the Property Income and Expense form and the Rental Data form(s) as required. You also have the option to print a draft copy for review prior to submission.

To assist in submitting this information on [aboutmyproperty.ca](http://aboutmyproperty.ca), a list of terms and definitions as well as a User Guide are available in the portal and on the Products and Services page on [mpac.ca](http://mpac.ca).

For additional information, please visit [mpac.ca](http://mpac.ca) or contact us:

Toll-free 1 866 296-6722  
TTY 1 877 889-6722  
Monday to Friday – 8 a.m. to 5 p.m.  
PO Box 9808, Toronto ON M1S 5T9

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

## MPAC’s Obligation to Protect Your Information

MPAC is committed to protecting your information. We are prohibited from the unauthorized disclosure of your personal, proprietary, expense or income information by section 53 of the *Assessment Act* and the *Municipal Freedom of Information and Protection of Privacy Act*. This letter includes an Access Key and Web Access Code to provide you with secure access to your personal and property information maintained on 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.

If you have any questions about this request or the information submission process, please contact MPAC or visit [mpac.ca](http://mpac.ca).

Your cooperation and assistance is appreciated.

Yours truly,



Carmelo Lipsi, M.I.M.A.  
Vice-President and Chief Operating Officer