



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

MAY 2018

Location and Property description:

Municipality:

Roll Number:

Dear Sir/Madam:

RE: The above noted property

On behalf of the Municipal Property Assessment Corporation (MPAC), I am writing to request specific information about the above-noted property.

MPAC's role is to assess and classify all properties in Ontario in compliance with the *Assessment Act* and regulations set by the Government of Ontario. 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.

Determining Accurate Assessments

To assist in developing accurate and fair market values for your property and other comparable properties, please submit the following information by July 13, 2018:

- a) The actual detailed profit and loss results of operations for your most recent fiscal year with supporting schedules showing:
 - departmental income or revenue from all sources
 - departmental and undistributed operating expenses or detailed expense listing
 - property taxes
 - insurance
- b) If this property is operated seasonally, please indicate the opening and closing dates for 2017.
- c) A schedule of the number and types of units, cottages, and/or campsites available and the rental rates that apply to each.
- d) The average daily rate and occupancy of the property, or the number of room nights (or unit, cottage or site nights as appropriate) available and the number of nights sold.
- e) If applicable, the breakdown of units or cottages designated as housekeeping, American or modified American plan.
- f) If there are any third party signs (billboards) or signage revenue, report:
 - the annual revenue/expenses
 - the owner of the sign(s)
 - the size of each sign or billboard

Note: MPAC is required to exclude any income attributable to third party signs (billboards) located on your property from your assessment. Reporting this information separately ensures that rental income from third party signs (billboards) isn't included in your total income.

Third party signs (billboards) are assessed using the cost approach (replacement cost new, less depreciation) to determine the contribution made by a billboard to the current value of the property on which it is located. No value is added for any income attributable to the third party sign (billboard) or its placement on the property.

- g) A current rent roll for any commercial tenants indicating all demised areas.
- h) A list of any renovations, additions or any other modifications made to the property for your most recent fiscal year.

- i) If the information being provided relates to more than the roll number identified at the top of this form (i.e. adjacent property is included in income/expenses), please provide a list of the other properties and the associated roll numbers, if known.
- j) The name and telephone number of the person supplying the preceding information.

How to Submit Your Information

✉ **Sign below and include this page along with your response.**

Please use the enclosed business reply envelope to return your submission. Requested information can be supplied as a data disk or hard copy and returned to:

MPAC Central Processing Facility
 PO Box 9808
 Toronto ON M1S 5T9

1 866 296-6722
 TTY 1 877 889-6722
www.mpac.ca

I, (Print) _____ certify that the enclosed information is correct and complete to the best of my knowledge.

Signature _____ Date _____

Title _____ Phone (____) _____

Company Name _____ Email _____

MPAC's Authority to Collect

The rental, income and expense information requested by MPAC is authorized under section 11 of the *Assessment Act* and used for property assessment purposes. 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 Act provides that the burden of proof will shift from MPAC to you.

MPAC's Obligation to Protect Your Information

MPAC is committed to protecting your information. We are prohibited from the unauthorized disclosure of your information under the provisions of section 53 of the *Assessment Act* and section 10 of 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 information to obtain feedback, conduct surveys and enhance program delivery.

Thank you for your cooperation. If you have any questions about this request or the submission process, please contact us or visit mpac.ca. If you have accessibility needs, 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