



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) Detailed financial operating statements for your most recent fiscal year with supporting schedules showing:
- average daily room rates
 - annual occupancy rates
 - departmental income and expenses
 - undistributed operating expenses
 - management fee
 - property taxes
 - insurance
 - reserve for replacement including itemized supporting schedules

Note: All of the information being requested can be found in the Long Term Care Facility Annual Report prepared for the Ministry of Health.

- b) The annual Case Management Index and Nursing Home Grading as determined by the Ministry of Health for 2017.
- c) Number of rooms/beds and the style mix (i.e. private, semi-private, ward, respite, etc.).
- d) The most recent Long Term Care Facility payment calculation notice.
- e) A list of any renovations, additions or any other modifications made to the property for your most recent fiscal year.
- f) If the property has transacted through a share sale or asset purchase, provide the relevant details including the transfer date, sale amount, name of the transferor, transferee, and a schedule of items included in the sale.
- g) A current rent roll indicating any **commercial** tenant(s) including all demised areas. For each leased area, provide the following information:
- commercial tenant name(s)
 - lease commencement and expiry date(s)
 - annual base rent at commencement and a schedule of all step-up provisions
 - if applicable, percentage rental payment(s)

- operating expense payment(s) (service and utility payments for your most recent fiscal year)
 - if leases are not net-net, identify expenses included in the rent
 - for any vacant space, provide the leasable area and the asking rent
- h) A current rent roll for any non-commercial tenant(s) indicating:
- unit number, unit type (bachelor, one bedroom, etc.)
 - current monthly rent
 - the unit vacancy report for your most recent fiscal year
 - confirmation as to whether parking or some or all of the utilities (heat, hydro, water, and cable) are included in the rent
 - if parking is not included in the rent, the monthly rental per space
- i) If there is any third party sign (billboard) or signage revenue, report: the annual revenue/expenses, the owner of the sign(s), and 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.

- j) 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.
- k) The name and telephone number of the person supplying the preceding information.

Please note: If the above noted property has a non-Long Term Care component (e.g. retirement home, apartment or life lease), please provide details for this portion of the property as part of this submission.

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	1 866 296-6722
PO Box 9808	TTY 1 877 889-6722
Toronto ON M1S 5T9	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,

A handwritten signature in black ink, appearing to read "Greg Martino". The signature is fluid and cursive, with a long horizontal stroke at the end.

Greg Martino, M.I.M.A.
Vice President and Chief Valuation and Standards Officer