



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

MAY 2018

Dear Sir/Madam:

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

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

In order to consistently and fairly value all properties in Ontario, MPAC builds a model based on a property's characteristics as they relate to the following five primary valuation parameters: gross leasable area, fair market rent and additional income, vacancy and collection loss, non-recoverable expenses and capitalization rate.

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:

- An income and expense report on your property for your most recent fiscal year
- A summary of all vacant areas and lost income due to vacancy and collection loss for your most recent fiscal year
- A summary of current rents for your most recent fiscal year including but not limited to: tenant/trading name, unit types, leasable area for each tenant, current base rents, lease terms, lease commencement dates, rent free periods, tenant improvement allowances, and step-up rent options

Please ensure that your information is submitted accurately and on time. For 2018, MPAC has extended the submission period from five to eight weeks. As a result, MPAC will not grant extensions or formally respond to requests for extensions.

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.

How to Submit Your Information

Please submit your information by logging into aboutmyproperty.ca and following these 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.

In response to user feedback, you now have the option to print a draft copy of your return before submitting it to MPAC.

To assist in submitting this information on 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. You may also file your information via Business to Business (B2B) data transfer.

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.

This letter includes an Access Key and Web Access Code to provide you with secure access to your 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.

Thank you for your cooperation. If you have questions please contact MPAC at 1 866 296-6722 or by TTY at 1 877 889-6722 or by mail to MPAC, PO Box 9808, Toronto ON M1S 5T9. 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