
MAY 2019

Property Location/Municipality:

Roll Number:

Dear Property Owner:

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 and data currency.

To assist in developing accurate and fair market values for your property and other comparable properties, please submit the following information by **July 15, 2019**:

- 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.

- The annual Case Management Index and Long-term Care Home Grading as determined by the Ministry of Health for 2018.
 - Number of rooms/beds and the style mix (i.e. private, semi-private, ward, respite, etc.).
 - The most recent Long-term Care Facility payment calculation notice.
 - A list of any renovations, additions or any other modifications made to the property for your most recent fiscal year.
 - 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.
 - 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
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- for any vacant space, provide the leasable area and the asking rent
- 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
- 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 located on your property from your assessment. Reporting this information separately ensures that rental income from third-party signs isn't included in your total income.

Third-party signs 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 or its placement on the property.

- 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.

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.

Assessing Long-Term Care Facilities

MPAC uses the income capitalization approach to value long-term care homes. The method of income capitalization used is the direct capitalization method. This approach estimates the annual revenue that can be generated by a long-term care home, deducts annual expenses necessary to support the revenue stream, and then using the direct capitalization method a capitalization rate is applied to the net income to arrive at a current value for the property.

To learn more about MPAC or how we assess properties, please visit mpac.ca.

How to Submit Your Information

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

We also ask that you complete the below and return this letter with the requested information.

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

Signature _____ Date _____



Title _____ Phone (____) _____

Company Name _____ Email _____

Please ensure that your information is submitted accurately and on time. You may receive a reminder if this information is not received by June 28, 2019.

MPAC's Obligation to Protect Your Information

The information requested by MPAC is authorized under the *Assessment Act* and used for property assessment purposes. Section 13 of the Act provides penalties for non-compliance and for providing false information. Please note, 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 is committed to protecting your information. We are prohibited from the unauthorized disclosure of your information under the *Assessment Act* and 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 co-operation. If you have questions regarding this request, please contact:

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

You may also contact our call centre to request a French copy of this letter/Vous pouvez également prendre contact avec notre centre d'appels pour demander un exemplaire en français de cette lettre.

If you have accessibility needs, please 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