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**MAY 2019**

**Property Location/Municipality:**

**Roll Number:**

**Access Key:**

**Web Access Code:**

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**:

- 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
- Information from your current rent roll for the most recent fiscal year including but not limited to: tenant/trading name, unit types, unit number, leasable area for each tenant, current base rents, lease terms, lease commencement dates, rent free periods, tenant improvement allowances, and step-up rent options

### **Assessing Commercial and Industrial Properties**

MPAC uses the income approach to value commercial and industrial properties. This method estimates the annual fair market rental income and other potential income that can be generated by the commercial and/or industrial property, deducts operating expenses and then applies a capitalization rate to the net income to arrive at an estimate of current value for the property.

In order to accurately and fairly value all properties in Ontario, MPAC builds a valuation model based on 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 learn more about MPAC or how we assess properties, please visit [mpac.ca](http://mpac.ca).

### **How to Submit Your Information**

To submit this information, please follow these steps:

1. Log into [aboutmyproperty.ca](http://aboutmyproperty.ca) using your User ID and Password.  
Note: 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.
  2. At the next screen, select "Continue to Property Income and Expense Return."
  3. Enter your Roll Number and Web Access Code found at the top of this letter.
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4. Select "Login."
5. 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.

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. To assist in submitting this information, a list of terms and definitions is available on the Products and Services page on mpac.ca. You may also file your information via Business to Business (B2B) data transfer if pre-existing agreements between MPAC and your property management software provider have been established.

### **MPAC's Obligation to Protect Your Information**

The information requested by MPAC is authorized under the *Assessment Act* (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.

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 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