



May 20, 2025

OWNER
ADDRESS 1
ADDRESS 2
ADDRESS 3

Action required: Submit requested information by July 14, 2025

Dear Property Owner,

The Municipal Property Assessment Corporation (MPAC) is requesting specific information regarding the property identified in this letter.

MPAC needs up-to-date property information to accurately reflect your property's unique characteristics and ensure our database remains current. The *Assessment Act* grants MPAC the authority to request and collect property-related information to support quality assessments.

As a property owner, you are required to submit accurate, timely, and fulsome information, as stated in Section 11 of the Act.

Property information required

Please submit the following information by **July 14, 2025**:

- A schedule of the number and types of units, cottages, and/or campsites available and the rental rates that apply to each.
- 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.
- An income and expense report.
- A reserve and capital costs summary.
- A current rent roll for any commercial tenants indicating all demised areas.

Submitting property 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
1340 Pickering Parkway, Suite 101, Pickering ON L1V 0C4

We also ask that you complete the following 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 _____

Thank you for your cooperation.

Regards,

Original signed by

Greg Martino, M.I.M.A.
Vice-President and Chief Valuation and Standards Officer,
Municipal Property Assessment Corporation

About the annual Property Income and Expense Return program

The Property Income and Expense Return program collects information from income-generating properties such as retail stores, hotels, motels, multi-residential properties, golf courses, offices, and industrial malls. Collecting annual income and expense information ensures our property inventory remains current, which supports both our delivery of annual assessment rolls and quality assessments. To learn more, visit mpac.ca/AIR.

Understanding the Assessment Act

MPAC is an independent, not-for-profit corporation funded by all Ontario municipalities. Our role is to accurately assess and classify all properties in Ontario in compliance with the *Assessment Act* and regulations set by the Government of Ontario.

MPAC is authorized under Section 11 of the *Assessment Act* to request and collect information for property assessment purposes. Section 13 of the *Assessment Act* provides penalties for failing to provide the requested information and for providing false information.

If the information requested is not provided and you choose to appeal your assessed value to the Assessment Review Board, Section 40(18) of the *Assessment Act* provides that the burden of proof will shift from MPAC to you.

Protecting your information

MPAC is committed to protecting your information and is 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 necessary to deliver legally authorized programs and services. Occasionally, MPAC may use your contact information to obtain feedback, conduct surveys and enhance program delivery.

We're here to help

If you have any questions, visit mpac.ca or contact us toll-free at 1 866 296-6722 or TTY at 1 877 889-6722 between Monday and Friday from 8 a.m. to 5 p.m.

If you have any accessibility needs, please let our representatives know how we can best accommodate you.

Pour obtenir une copie de cette lettre en français, veuillez contacter nos représentants.