



May 31, 2023

OWNER
ADDRESS 1
ADDRESS 2
ADDRESS 3

Property Location/Municipality:

Roll Number:

Dear Property Owner:

On behalf of the Municipal Property Assessment Corporation (MPAC), I am writing to request specific information regarding the above-noted property.

MPAC is responsible for assessing and classifying all properties in Ontario in accordance with the *Assessment Act* and regulations set by the Government of Ontario including the maintenance of the seniors or persons with a disability property tax exemption program.

Our records indicate your property previously underwent a change to accommodate a senior or a person with a disability and as a result, you were eligible for a property tax exemption. In order to continue to qualify for this exemption, your property must continue to meet the following criteria described under scenario 1 or 2:

Scenario 1

Improvements were made to an existing home, or a new home was built, to provide accommodation or improved facilities for a senior (age 65 or older) or a person with a disability:

- Without the accommodation or improved facility, the senior or person with a disability would have to live elsewhere where on-site care is provided.
- The senior or person with a disability must currently live in the home as their personal residence.
- The property must be residential and not have more than three residential units.
- You are not in the business of offering care to seniors or persons with a disability.
- Changes, improvements and/or additions must have been made to the property after May 15, 1984.

Or

Scenario 2

The property has a garden suite:

- The garden suite is used as the personal residence of a senior (age 65 or older).
- The garden suite is a one-unit detached residential structure containing bathroom and kitchen facilities.
- You have your personal residence on the land.
- You are a family member of the senior (age 65 or older).
- The garden suite is ancillary to your existing residential structure.
- A by-law or order under the *Planning Act* provides that the use of the garden suite is temporary and designed to be portable.

MPAC’s Obligation to Protect 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 that is necessary to deliver legally authorized programs and services. On occasion, MPAC may use your contact 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 us:

Toll-free 1 866 296-6722
TTY 1 877 889-6722
Monday to Friday – 8 a.m. to 5 p.m.
1340 Pickering Parkway, Suite 101, Pickering ON, L1V 0C4

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,



Evan Brown
Director, Valuation and Customer Relations

To assist us in determining that the property continues to qualify for the property tax exemption, we ask that you please complete the information below and return the document to MPAC in the provided postage paid envelope by July 31, 2023.

My property meets the criteria in one of the two scenarios stated on Page 1 of this letter:

Yes No

If no is selected above, please indicate the date when the property no longer met the qualification criteria (dd/mm/yyyy): _____

Date

Phone Number

Property Owner Name (please print)

Signature

Roll Number: