



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Dear Sir or Madam:

RE: Assessment Record Form

I am writing to obtain information on your property on behalf of the Municipal Property Assessment Corporation (MPAC). The purpose of this request is to acquire correct and up to date information in order to determine an accurate property assessment for your condominium unit.

To ensure that your property is accurately assessed, MPAC has enclosed an **Assessment Record Form** for you to fill out. Please return your completed form by May 30, 2008, using the business reply envelope provided. You may also choose to fax your completed form or, call our Customer Contact Centre at 1-866-296-MPAC (6722) for assistance in completing your form. MPAC may contact you at a later date to clarify any information on the form, or to arrange an on-site inspection of your unit.

MPAC is responsible for assessing all property in Ontario for the purpose of municipal taxation. To establish your property's assessed value, MPAC analyzes sales in your condominium development. In addition, MPAC collects detailed information for every property in the province and examines key factors that influence values.

The information requested is collected under the authorization of *Section 11* of the *Assessment Act* and is protected by the *Municipal Freedom of Information and Protection of Privacy Act*. MPAC is prevented from releasing personal information except as authorized under provincial legislation.

Thank you for your cooperation in this matter. If you have any questions, please call our Customer Service Staff who will be pleased to assist you.

Yours truly,

Manager, Customer Service