



May 2023

OWNER  
ADDRESS 1  
ADDRESS 2  
ADDRESS 3

**Property Location/Municipality:**

**Roll Number:**

**Subject: Your property information is required - please submit by July 14, 2023**

Dear Property Owner:

To establish accurate assessments, the Municipal Property Assessment Corporation (MPAC) requires 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. The *Assessment Act* provides MPAC with the authority to collect this information, as well as the requirement for compliance by property owners.

To assist in determining accurate values for your property and other comparable properties, you are required to submit the following information by **July 14, 2023**:

- Detailed financial operating statements for your most recently completed 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: The following information 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 2022.
- 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.
- 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

Municipal Property Assessment Corporation  
1340 Pickering Parkway, Suite 101, Pickering Ontario L1V 0C4

- if applicable, percentage rental payment(s)
- operating expense payment(s)
- 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 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.

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.

To learn more about property assessment and why MPAC requires this information visit [mpac.ca/propertytypes](http://mpac.ca/propertytypes).

### 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  
1340 Pickering Parkway, Suite 101, Pickering ON L1V 0C4

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. To assist in submitting this information, a user guide and terms and definitions are available at [mpac.ca/PIER](http://mpac.ca/PIER).

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

**If the information requested is not provided in full, MPAC may be required to estimate your property details when completing the assessment. In addition, if you choose to appeal your assessment to the Assessment Review Board, the burden of proof will shift from MPAC to you.**

### 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 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,



Greg Martino, M.I.M.A.

Vice-President and Chief Valuation and Standards Officer