

May 27, 2026

OWNER
ADDRESS 1
ADDRESS 2
ADDRESS 3

Action required: Submit information by July 22, 2026

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 comply with this request and submit accurate, timely, and fulsome information, as stated in Section 11 of the Act.

Property information required

To complete your submission, you will need:

- A summary of statistics for your most recently completed fiscal year including number of rooms, average daily rate, occupancy, and revenue per available room.
- An income and expense report.
- A reserve and capital costs summary.
- A current rent roll for any commercial tenants indicating all vacant areas.

The deadline to complete this information request is **July 22, 2026**.

Submitting property information

We encourage you to submit your property information online through MPAC AboutMyProperty™. Alternative submission methods include providing required information through mail, email, business-to-business data transfer, and other file-sharing solutions. To learn more, visit mpac.ca/submit.

Thank you for your cooperation.

Regards,

Original signed by

Greg Martino, M.I.M.A.
Chief Assessor and Data Officer
Municipal Property Assessment Corporation

**Submitting online
is as easy as 1-2-3**

Use the login credentials and steps outlined below to submit your information.

Property Location:

Municipality:

Roll Number:

Access Key:

Web Access Code:

1. Visit **mpac.ca** and log in to **MPAC AboutMyProperty™**. New users must register using their Roll Number and Access Key, as shown above.
2. Select ENTER to start your **Assessment Information Request**.
3. Complete all sections of the request and click **Submit**.

Need help? Visit mpac.ca/PIER for more information.

About the annual Property Income and Expense Return

The Property Income and Expense Return collects information from income-generating properties such as retail stores, hotels, motels, multi-residential, 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/PIER.

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 Act to request and collect information for property assessment purposes. Section 13 of the 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 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.

To further protect your data, it is recommended that you securely store or properly dispose of this letter, as it contains your unique Access Key and Web Access Code, which are necessary for secure access to MPAC AboutMyProperty™.

We're here to help

If you have any questions, visit mpac.ca or contact us toll-free at 1 866 296-6722 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.