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October 2019

**Property Location/Municipality:**

**Roll Number:**

**Access Key:**

**Web Access Code:**

Dear property owner:

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing and classifying all properties in Ontario in accordance with the *Assessment Act* and regulations established by the Ontario Government.

In support of the upcoming 2020 Assessment Update, all properties will be valued as of a January 1, 2019 valuation date. We will be bringing large and special purpose property owners, municipalities and stakeholders together with our assessors to share information, consult and collaborate on the key valuation parameters that will inform updated assessed values for those properties. Additional information about the engagement process and how you can get involved is available on [mpac.ca](http://mpac.ca).

**We have identified your property as large and special purpose and in order to establish accurate assessed values, we are requesting specific information about your property to ensure we have the most current and accurate information on file. The information is due by November 29, 2019. You may receive a reminder if this information is not received on time.**

To assist you in completing the information request, we are introducing a simple online form through [aboutmyproperty.ca](http://aboutmyproperty.ca).

#### **How to Submit Your Information**

To submit information, please follow these steps:

**Step 1.** Log into [aboutmyproperty.ca](http://aboutmyproperty.ca) using your User ID and Password.

Note: If this is your first time using AboutMyProperty™, you will have to register first using your Roll Number and Access Key found above.

**Step 2:** At the next screen, select “Click here to submit information” for large and special purpose properties.

**Step 3:** Enter your Roll Number and Web Access Code found above to begin the information request.

**Step 4:** Complete and submit the information request as required.

#### **MPAC’s Obligation to Protect Your Information**

The information requested by MPAC is authorized under the *Assessment Act* and used for property assessment purposes. We are committed to protecting your information and MPAC is prohibited from the unauthorized disclosure of your information under the *Assessment Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

Please note if the information requested is not provided, and the property owner chooses to appeal their assessed value to the Assessment Review Board, the Act provides that the burden of proof will shift from MPAC to the property owner.

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This letter includes an Access Key and Web Access Code to provide you with secure access to your information on AboutMyProperty™. Please store and/or securely dispose of this letter to ensure your information is protected, and contact MPAC if you believe your access has been compromised. If you would prefer to submit an English or French paper request form or have any accessibility needs, please email [engage@mpac.ca](mailto:engage@mpac.ca).

If you have any questions about this request or the submission process, please email [engage@mpac.ca](mailto:engage@mpac.ca).

Thank you for your cooperation.

Sincerely,

*“Original signed by”*

Malcolm Stadig MRICS, ASA, CAE, M.I.M.A.  
Director, Centralized Properties  
Valuation and Assessment Standards

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