MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Freedom of Information Access Request Form

Municipal Freedom of Information and Protection of Privacy Act

Municipal Property Assessment Corporation
Freedom of Information and Privacy
1340 Pickering Parkway, Pickering, Ontario L1V 0C4

A. Type of Request:

☐ Access to General Records ☐ Access to Own Personal Information ☐ Correction to Own Personal Info.

B. Contact Details:

Mr. ☐ Ms. ☐ Last Name: _____ First Name: _____

Title: _____ Company: _____

Address: _____ City: _____

Province: _____ Postal Code: _____ _____ E-Mail: _____

Telephone (Day): _____ _____ Evening/Alternate: _____ _____

C. Subject of Request

Please describe what records you are seeking. A record is a recorded form of information (paper, electronic, etc.).

Time Period: DD/MM/YYYY - DD/MM/YYYY **Attachments Enclosed:** ☐ Yes ☐ No

D. Application Fee

A statutory $5.00 non-refundable application fee is required for all access to information requests [O.Reg 823, s.17(1)(c)]. If you are sending a cheque, money order or bank draft, please make it payable to the "*Municipal Property Assessment Corporation*". If you prefer to pay with a credit card, please complete the following section. The credit card MUST be issued to the requester.

Credit Card Payments:

Card Type: ☐ MasterCard ☐ VISA Authorized Amount: $5.00

Credit Card #: ____ ____ ____ ____ Expiry: MM / YYYY

Name (exactly as it appears on the card): _____

E. Signature (includes credit card approval, if applicable)

_____ **Date:** _____

The personal Information on this form is collected pursuant to the Municipal *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of responding to your access to information request. If you have any questions regarding this collection, please contact the MPAC's Freedom of Information and Privacy Coordinator at 1-866-296-6722. If you have any accessibility needs, please contact MPAC for assistance.

MPAC/OFFICE USE

Date: DD/MM/YYYY

Reviewed By: _____ Processed By: _____

Notes: _____

DATE STAMP