
MAY 2021

OWNER

ADDRESS 1

ADDRESS 2

ADDRESS 3

Property Location:

Property Municipality:

Roll Number:

Dear Property Owner:

On behalf of the Municipal Property Assessment Corporation (MPAC), I am writing to request specific information about the above-noted property.

MPAC's role is to assess and classify all properties in Ontario in accordance with the *Assessment Act* and related regulations.

Our records indicate that your property underwent a change to accommodate a senior or a person with a disability and as a result, you were eligible for a property tax exemption. In order to continue to qualify for this exemption, your property must continue to meet the following criteria described under scenario 1 or 2:

Scenario 1

Improvements were made to an existing home, or a new home was built, to provide accommodation or improved facilities for a senior (age 65 or older) or a person with a disability;

- Without the accommodation or improved facility, the senior or person with a disability would have to live in another location where on-site care is provided;
- The senior or person with a disability must currently live in the home as their personal residence;
- The property must be residential and not have more than three residential units; and
- Changes, improvements and/or additions must have been made after May 15, 1984 or the new home must have been built after May 15, 1984.

Or

Scenario 2

The property has a garden suite as defined in the *Planning Act* that:

- Is temporary by by-law or order under the Planning Act,
- Is used as the current personal residence of a person at least 65 years of age, and
- The person over 65 is a family member of the owner.

To assist us in determining that you qualify, we ask that you please complete the information below and return to MPAC in the postage paid envelope provided by **July 31, 2021**.

MPAC's Obligation to Protect your Information

The personal information that you provide is collected by MPAC under the authority of sections 10, 11, 14, 15, 16 and 16.1 of the *Assessment Act*. Pursuant to MPAC's statutory obligations, your personal information will be used primarily for property valuation and assessment purposes, but will also be used for municipal and school board planning purposes, preparation of the Preliminary List of Electors which is used by municipalities and school boards to create

the final Voters' Lists used for election purposes, and population reports. In addition, MPAC may use your information to obtain feedback, conduct surveys and enhance the aforementioned program delivery.

Section 13 of the Act provides penalties for non-compliance and for providing false information. Please note, if the information requested is not provided and you choose to appeal your assessed value to the Assessment Review Board, the Act provides that the burden of proof will shift from MPAC to you.

MPAC takes privacy very seriously and we are committed to the protection of your personal information under the *Municipal Freedom of Information and Protection of Privacy Act*. MPAC will only access, use and disclose your personal information with your consent or where it is permitted or required by law.

Thank you for your co-operation. If you have questions regarding this collection, please contact:

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.

To learn more about MPAC or how we assess properties, please visit mpac.ca.

Yours truly,

Evan Brown
Director, Valuation and Customer Relations

Please complete the form below and return this page with the requested information.

My property meets the criteria in one of the two scenarios stated on Page 1 of this letter:
Yes No

If "No" is selected, please indicate the date when the property no longer met the qualification criteria: _____

Date

Phone Number

Property Owner Name (please print)

Signature

Roll Number:
