May 2022

OWNER
ADDRESS 1
ADDRESS 2
ADDRESS 3

Property Location/Municipality:
Roll Number:
Access Key:
Web Access Code:

Dear Property Owner:

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

MPAC's role is to assess and classify all properties in Ontario in accordance with the *Assessment Act* and regulations set by the Government of Ontario. MPAC continually collects property information to ensure our data is accurate and up-to-date.

To assist in determining accurate values for your property and other comparable properties, please submit the following information by **July 15, 2022**:

- A summary of golf statistics for your most recent fiscal year, including number of rounds, prime rate, and any other rates charged for a round of golf at the course.
- An income and expense report and a capital costs summary on your property for your most recent fiscal year.
- If applicable, information from your current rent roll for the most recent fiscal year including but not limited to: tenant/trading name, unit types, unit number, leasable area for each tenant, current base rents, lease terms, lease commencement dates, rent free periods, tenant improvement allowances, and step-up rent options.
- If applicable, a summary of all vacant areas and lost income due to vacancy and collection loss.

Note: Your submission should include data for all the roll numbers that comprise your entire golf course.

Assessing Golf Courses

MPAC uses the income approach to value golf courses. The value of an income property such as a golf course is based on the present worth of anticipated future income.

MPAC uses the direct capitalization method to establish current value assessments in a mass appraisal context. This method estimates the annual revenue that can be generated by the golf course, deducts operating expenses, and then applies a capitalization rate to the net income to arrive at an estimate of current value for the property.

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

How to Submit Your Information

To submit this information, please follow these steps:

1. Visit mpac.ca and log into AboutMyProperty using your email address 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 at the top of this letter.
If you already have an account on AboutMyProperty, you can log in using your existing User ID and password and you will be prompted to re-register using your email address and a new secure 11-character password.

2. At the next screen, select “Property Income and Expense Return”.
3. Login with your Roll Number and Web Access Code found at the top of this letter.
4. Complete and submit the information request form for your property. You also have the option to print a draft copy for review prior to submission.

Please ensure that your information is submitted accurately and on time. You may receive a reminder if this information is not received by July 4, 2022. To assist in submitting this information, a list of terms and definitions is available on mpac.ca. Go to “Making Changes and Updates” and select “Submit an Assessment Information Request”.

MPAC’s Obligation to Protect Your Information

The information requested by MPAC is authorized under the *Assessment Act* (Act) and used for property assessment purposes. 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 is committed to protecting your information. We are 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.

This letter includes an Access Key and Web Access Code to provide you with secure access to your information maintained 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.

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