



May 16, 2024

OWNER  
ADDRESS 1  
ADDRESS 2  
ADDRESS 3

**Property Location:**

**Property Municipality:**

**Roll Number:**

**Subject: Your property information is required - please submit by July 15, 2024**

Dear Property Owner:

To establish accurate assessments, the Municipal Property Assessment Corporation (MPAC) requires specific information regarding the above-noted property.

MPAC is responsible for assessing and classifying all properties in Ontario in accordance with the *Assessment Act* and regulations set by the Government of Ontario. The *Assessment Act* provides MPAC with the authority to collect this information, as well as the requirement for compliance by property owners.

To assist in determining accurate values for your property and other comparable properties, you are required to submit the following information by **July 15, 2024**:

- A schedule of the number and types of units, cottages, and/or campsites available and the rental rates that apply to each.
- The average daily rate and occupancy of the property, or the number of room nights (or unit, cottage or site nights as appropriate) available and the number of nights sold.
- An income and expense report.
- A reserve and capital costs summary.
- A current rent roll for any commercial tenants indicating all demised areas.

To learn more about property assessment and why MPAC requires this information visit [mpac.ca/propertytypes](http://mpac.ca/propertytypes).

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

Please use the enclosed business reply envelope to return your submission. Requested information can be supplied as a data disk or hard copy and returned to:

MPAC Central Processing Facility  
1340 Pickering Parkway, Suite 101, Pickering ON L1V 0C4

We also ask that you complete the following and return this letter with the requested information.



I, (print) \_\_\_\_\_ certify that the enclosed information is correct and complete to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Company Name \_\_\_\_\_ Email \_\_\_\_\_

Please ensure that your information is submitted accurately and on time. To assist in submitting this information, a user guide and terms and definitions are available at [mpac.ca/PIER](http://mpac.ca/PIER).

**Section 11 of the *Assessment Act* authorizes MPAC to collect information for property assessment purposes. Section 13 of the Act provides penalties for failing to provide requested information and for providing false information.**

**If the information requested is not provided in full, MPAC may be required to estimate your property details when completing the assessment. In addition, if you choose to appeal your assessment to the Assessment Review Board, the burden of proof will shift from MPAC to you.**

**MPAC’s Obligation to Protect 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 that is necessary to deliver legally authorized programs and services. On occasion, MPAC may use your contact information to obtain feedback, conduct surveys and enhance program delivery.

Thank you for your cooperation. 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,

*original signed by*

Greg Martino, M.I.M.A.  
Vice-President and Chief Valuation and Standards Officer