



IMPORTANT INFORMATION

MPAC is responsible for accurately assessing and classifying all properties in Ontario in accordance with the Assessment Act and regulations established by the Ontario Government.

If you feel that your property assessment is not a reasonable reflection of your property's value and/or classification as of January 1, 2012, you can ask us to review them, free of charge, by completing this form using a black pen and sending it to us.

The deadline to submit a Request for Reconsideration (RfR) for the 2016 tax year is indicated on your Notice. If we need more information from you to complete the review, we will contact you. When the review is complete, we will send you a letter with the results.

If you need any help in completing this form or have any accessibility needs, please contact us at 1 866 296-MPAC (6722) or 1 877 889-MPAC (6722) TTY.

The information on this Request for Reconsideration (RFR) form is collected under the authority of the [Assessment Act](#) and will be used for the purpose of reconsidering your property assessment. Please note that if your RFR is in regard to eligibility for the farm property class, managed forest tax incentive program, or the conservation land tax incentive program, your request must be dealt with by the Ministry of Agriculture, Food and Rural Affairs, or the Ministry of Natural Resources and Forestry in accordance with Ontario Regulation 282/98; and, by filing your RFR with MPAC, you authorize MPAC to transfer your request to the appropriate Ministry for this purpose. Your privacy is protected under the [Municipal Freedom of Information and Protection of Privacy Act](#).

How MPAC Reviews your Assessed Value

When we review your property's assessed value, we look at the information you provide with your request and the information we have in our files including:

- Details of your property such as the size of your lot;
- The size, type, condition and age of any buildings that may be on the property; and,
- Depreciation, nuisances or any other factors that could have an impact on the current value of your property.

We also compare your property's assessed value with sales and values of similar properties in the area.

How to file an Appeal with the Assessment Review Board (ARB)

You may also file an Appeal with the ARB, an independent tribunal of the Ontario Ministry of the Attorney General. There are specific application forms and fees involved. If your property, or a portion of it, is classified as residential, farm or managed forest, you must first file a Request for Reconsideration with MPAC before you are eligible to file an Appeal with the ARB. The deadline to file an Appeal with the ARB is 90 days from the date of MPAC's written decision.

You can find more information including forms, fees and how to file an Appeal online at www.arb.gov.on.ca.

Returning Your Completed Form

The preferred method of returning your completed form is through <https://www.aboutmyproperty.ca/>. Your login information is included on your Property Assessment Notice. Through this website, you can learn more about how your property was assessed and compare your property with others in your neighbourhood.

You may also return your completed form via:

MPAC Website: [Contact Us](#)

Mail: MPAC, PO Box 9808, Toronto ON M1S 5T9



**Property Assessment
Change Notice**

Section 1: About your property

Roll number

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Property Address		
Municipality		
Owner 1 (Last Name, First Name)		Owner 2 (Last Name, First Name)
Company Name (If Applicable)		Position/ Title (If Applicable)
Home Phone Number	Alternate Phone Number	Email Address

If we should send follow-up information somewhere other than the property address, please indicate below:

Mailing Address

What is your property's value on the notice you have received?

Section 2: Reasons for reconsidering your property's assessed value

Section 39.1 of the [Assessment Act](#) requires you to provide the reasons for your request for review and all relevant details. Please provide this information below. Use a second sheet of paper if necessary.

Section 3: Supporting documentation attached

Please indicate if you will be providing any documents or photographs to support your request.

- Photos of this property
- Photos of similar properties
- Sale information for this property and other similar properties
- Assessed value of similar properties
- Other documents, such as the municipal zoning records

Section 4: Residential property data (continued)

Roll number

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Additions & Renovations																																	
Have there been any additions to the property?	<table border="0"> <tr> <td>Yes</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Addition Area</td> <td>Sq. Ft. (Exterior)</td> <td>Addition Completion Date</td> </tr> <tr> <td colspan="2">Addition Storeys</td> <td>1 Storey</td> <td>2 Storeys</td> </tr> <tr> <td colspan="2"></td> <td></td> <td>3 Storeys</td> </tr> </table>	Yes	No			Addition Area		Sq. Ft. (Exterior)	Addition Completion Date	Addition Storeys		1 Storey	2 Storeys				3 Storeys																
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Addition Storeys		1 Storey	2 Storeys																														
			3 Storeys																														
Have there been any improvements or alterations to the property since it was constructed?	<table border="0"> <tr> <td>Interior</td> <td>Completion Year</td> <td>Exterior</td> <td>Completion Year</td> </tr> <tr> <td>Kitchen Modernization</td> <td></td> <td>Exterior Cladding</td> <td></td> </tr> <tr> <td>Bathroom Modernization</td> <td></td> <td>Roof Surface</td> <td></td> </tr> <tr> <td>Wiring Upgrade</td> <td></td> <td>New Windows</td> <td></td> </tr> <tr> <td>New Heating System</td> <td></td> <td>Foundation</td> <td></td> </tr> <tr> <td>Plumbing Upgrade</td> <td></td> <td>Other: _____</td> <td></td> </tr> <tr> <td>Structural Changes</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other: _____</td> <td></td> <td></td> <td></td> </tr> </table>	Interior	Completion Year	Exterior	Completion Year	Kitchen Modernization		Exterior Cladding		Bathroom Modernization		Roof Surface		Wiring Upgrade		New Windows		New Heating System		Foundation		Plumbing Upgrade		Other: _____		Structural Changes				Other: _____			
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Building Permits

Have you been approved for a building permit for a new structure or a demolition in the last 3 years?

Yes No (if yes, please provide details and completion date below)

Comments and/or Secondary Structure information

Please list any secondary structures (i.e. garages, sheds, in-ground pool) and include additional information relevant to the property.

Section 5: Signature of owner

X	Date (dd/mm/yyyy)
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Section 6: Representative information

If you would like someone else to act for you while we reconsider the value of your property, please complete this section by indicating their name below and providing a Letter of Authorization. You may also use the [Representative Authorization Form](#) available at www.mpac.ca, or by calling us at 1 866 296-6722.

Name Representative (Last Name, First Name)	LSUC License Number	Telephone
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A representative may act on behalf of a property owner. There have been recent changes to the [Law Society Act](#) with respect to the requirements of who can act as a representative for a property owner. If you are not the owner of the property, you must also supply a Letter of Authorization endorsed by the property owner stating that you are representing the owner in this matter. Persons approved by the Law Society of Upper Canada to practice law or provide legal services in Ontario do not require Letters of Authorization.