



### 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 March 31, 2016.**

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 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 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 handled 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 RfR and the information we have on file 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.
- 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. If your property, or a portion of it, is classified as residential, farm or managed forest, you must first file an RfR 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 at [arb.gov.on.ca](http://arb.gov.on.ca).

#### Returning your completed form

The preferred method of returning your completed form is through [aboutmyproperty.ca](http://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.ca: [Contact Us](#) form

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



**Request for Reconsideration  
(For Non-Residential Properties)  
2016 Tax Year**

**Section 1: About your property**

**Roll number**

		--			--					--					--				
--	--	----	--	--	----	--	--	--	--	----	--	--	--	--	----	--	--	--	--

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 January 1, 2012 as shown on your Property Assessment Notice or Amended Property Assessment Notice? \$

**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: Additions and Renovations

Roll number

		--			--					--					--				
--	--	----	--	--	----	--	--	--	--	----	--	--	--	--	----	--	--	--	--

<b>Additions &amp; Renovations</b>																									
Have there been any additions to the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No Addition Area <input type="text"/> Sq.Ft. (Exterior)    Addition Completion Date <input type="text"/> (dd/mm/yyyy) Addition Storeys <input type="checkbox"/> 1 Storey <input type="checkbox"/> 2 Storeys <input type="checkbox"/> 3 Storeys																								
Have there been any improvements or alterations to the property since it was constructed?	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Interior</td> <td style="width: 33%;">Completion Year</td> <td style="width: 33%;">Exterior</td> <td style="width: 33%;">Completion Year</td> </tr> <tr> <td>Wiring Upgrade</td> <td><input type="text"/></td> <td>Exterior Cladding</td> <td><input type="text"/></td> </tr> <tr> <td>New Heating System</td> <td><input type="text"/></td> <td>Roof Surface</td> <td><input type="text"/></td> </tr> <tr> <td>Plumbing Upgrade</td> <td><input type="text"/></td> <td>New Windows</td> <td><input type="text"/></td> </tr> <tr> <td>Structural Changes</td> <td><input type="text"/></td> <td>Foundation</td> <td><input type="text"/></td> </tr> <tr> <td>Other: _____</td> <td></td> <td>Other: _____</td> <td></td> </tr> </table>	Interior	Completion Year	Exterior	Completion Year	Wiring Upgrade	<input type="text"/>	Exterior Cladding	<input type="text"/>	New Heating System	<input type="text"/>	Roof Surface	<input type="text"/>	Plumbing Upgrade	<input type="text"/>	New Windows	<input type="text"/>	Structural Changes	<input type="text"/>	Foundation	<input type="text"/>	Other: _____		Other: _____	
Interior	Completion Year	Exterior	Completion Year																						
Wiring Upgrade	<input type="text"/>	Exterior Cladding	<input type="text"/>																						
New Heating System	<input type="text"/>	Roof Surface	<input type="text"/>																						
Plumbing Upgrade	<input type="text"/>	New Windows	<input type="text"/>																						
Structural Changes	<input type="text"/>	Foundation	<input type="text"/>																						
Other: _____		Other: _____																							

### 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, etc.) and include additional information relevant to the property.


## Section 5: Signature of owner

X	Date (dd/mm/yyyy)
---	-------------------

The information on this form is being collected under the authority of the [Assessment Act](#) and will be used by MPAC for the purpose of reconsidering your property assessment. If you have any questions in respect to this collection, please contact us at 1 866 296-6722. Your privacy is protected under the [Municipal Freedom of Information and Protection of Privacy Act](#).

### Returning Your Completed Form

The preferred method of returning your completed form is through [aboutmyproperty.ca](http://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

## Section 6: Representative information

Roll number

<input type="text"/>	<input type="text"/>	--	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----	----------------------	----------------------	----	----------------------	----------------------	----------------------	----------------------	----------------------	----	----------------------	----------------------	----------------------	----------------------

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 [mpac.ca](http://mpac.ca), or by calling us at 1 866 296-6722.

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.

Name Representative (Last Name, First Name)	LSUC License Number	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>