



### 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](http://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**

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

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**

**Roll number**

-   -    -     -      -

For properties with a residential dwelling (not including condominium properties), please provide the following data to confirm the information that we have on file for your property.

<b>Main Structure Details</b>	
Full Storeys	1 Storey    2 Storeys <input type="checkbox"/> 3 Storeys
Part Storeys	¼ Storey    ½ Storey    ¾ Storey
Design	Back Split    Side Split    Raised Bungalow
Full Bathrooms	1    2    3    4    Other:
Half Bathrooms (no tub or shower)	1    2    3    4    Other:
	Total Area (sq.ft.) 1 <sup>st</sup> Floor (sq. ft.) 2 <sup>nd</sup> Floor (sq.ft.) 3 <sup>rd</sup> Floor (sq. ft.) Total Basement Area (sq. ft.)
	<i>Exterior measurements only</i>
Basement Finished Area	¼ Finished    ½ Finished    ¾ Finished    Fully Finished    Not Finished
Basement Finished Type	Recreation Room    Multiple room finish    Basement Apartment
Basement Walkout	Yes    No
<b>Primary Heating System</b>	
Fuel Source	Oil    Natural Gas    Electric    Propane    Geo-Thermal    Other:
Heating Type	Forced Air    Radiant Electric    Hot Water    Gravity Furnace    Heat Pump    Airtight Stove
	Pipeless Hot Air    Electric Baseboard    In-Floor Radiant    No Central Heating    Other:
Central Air Conditioning	Yes    No
Built-in Fireplaces	1    2    3    4    Other:
Sauna	Yes    No    Length (ft)    Width (ft)    Height (ft)
Hot Tub/Whirlpool Bath (separate from bathroom)	Yes    No    Sq. Ft. of Hot Tub/Whirlpool Bath
Porches/Decks	N/A    Uncovered (No Roof)    Covered (Full Roof)    Enclosed    Enclosed (insulated)
	Please provide details on the size and type of porch/deck(s) below (e.g. 300 sq. ft. deck and 200 sq. ft. covered porch)

<b>Site Services</b>	
Water	Municipal    Private Well    Shared Well    Lake/River    Other:
Sanitary	Municipal    Septic Bed    Holding Tank    Other:
Hydro Available	Yes    No
Site Access	Year Round    Seasonal    Private Road    Water    No Access    Other:
Driveway/Parking	Private    Shared    Rear Lane    Other:

**Section 4: Residential property data** (continued)

**Roll number**

-   -    -    -       -

Additions & Renovations																																	
Have there been any additions to the property?	<table border="0"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td colspan="2">Addition Area</td> </tr> <tr> <td colspan="2">Addition Storeys</td> </tr> <tr> <td></td> <td>Sq. Ft. (Exterior)</td> </tr> <tr> <td></td> <td>Addition Completion Date</td> </tr> <tr> <td></td> <td>1 Storey      2 Storeys      3 Storeys</td> </tr> </table>	Yes	No	Addition Area		Addition Storeys			Sq. Ft. (Exterior)		Addition Completion Date		1 Storey      2 Storeys      3 Storeys																				
Yes	No																																
Addition Area																																	
Addition Storeys																																	
	Sq. Ft. (Exterior)																																
	Addition Completion Date																																
	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: _____			
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: _____																																	

**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**

<b>X</b>	Date (dd/mm/yyyy)
----------	-------------------

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

Name Representative (Last Name, First Name)	LSUC License Number	Telephone
---	---------------------	-----------

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.