



# Representative Authorization Form 2017 Tax Year

## Section C: Information About the Person Who Will Represent Me

Company Name (If Applicable)	Representative Name
Mailing Address	
Phone Number	Fax Number
Email	

## Section D: Representation of Multiple Properties

If you are authorizing your representative to act on your behalf for more than one property, please complete the attached Schedule of Additional Properties form. For 50 or more properties, you must include a list of them with your completed Representative Authorization Form, in an electronic file (email attachment or flash drive) that has information on the properties that you own, lease or manage. Please make sure you include the following categories of information in the electronic file: Roll Number, property address, owner/tenant/property management company's name, client ID, property affiliation (owned, tenanted or managed) and agency name.

MPAC may contact you to confirm that the information in this form is complete and accurate. MPAC may also ask to see the signed original form.

\_\_\_\_\_  
Signature of Owner or Authorized Signatory Name in Section A

\_\_\_\_\_  
Date

The information provided on this form is collected by MPAC under the authority of sections 11, 15, 16 and 16.1 of the Assessment Act. The information will be principally used for property valuation and assessment purposes. The information may also be used for municipal and school board planning purposes, preparation of voter lists for municipal and school board elections and preparation of jury rolls and population reports. By completing this form you consent to MPAC and its agents contacting you on matters relating to these noted activities using the contact information that you have provided. If you have questions regarding this collection or the use of your information, please contact an MPAC Customer Service Representative at 1 866 296-MPAC (6722), TTY at 1-877-TTY-MPAC (6722) or by postal mail to MPAC, P.O. Box 9808, Toronto ON M1S 5T9.

**Please send your form to MPAC in one of the following ways:**



[mpac.ca/ContactUs](http://mpac.ca/ContactUs)



**Mail:** MPAC, PO Box 9808  
Toronto On M1S 5T9

### Authorizing Someone to Be Your Representative: What You Need to Know

#### Who can be my representative?

Only certain people can be your representative with MPAC. The *Law Society Act* requires that anyone who provides legal services as your representative must be a licensed paralegal.

However, certain people can be your representative with MPAC, even if they are not licensed as a paralegal, such as:

- a family member, friend or neighbour
- someone representing a non-profit organization
- someone who is an employee of an organization (but they can only represent the organization they are employed with, and no one else)
- a constituency assistant (someone who works for an elected representative such as a Member of the Provincial Parliament)
- a member of the Human Resources Professional Association of Ontario (HRPAO), provided that they send MPAC (see contact information below) their membership number or other information that proves they are a member

If you would like someone to represent you and he or she is not a licensed paralegal, you (or the property owner) will need to complete and send MPAC a Representative Authorization Form. It gives permission for that person to act as your representative with MPAC on property assessment matters and for MPAC to provide your property information to that person.

For more information, please visit the Law Society of Upper Canada at [lsuc.on.ca/by-laws](http://lsuc.on.ca/by-laws).

#### My representative is a licensed paralegal. What does my representative need to do to act on my behalf?

If your representative is a licensed paralegal, he or she does not need to complete this form. However, they must send MPAC the following information:

- the name of their client – your or the company (if applicable)
- whether their client is an owner or tenant of the property
- their Law Society of Upper Canada licence number

This information can be sent to MPAC at  
PO Box 9808, Toronto, ON M1S 5T9.

#### Once I give my permission for someone to represent me, how long is it for?

You can only give permission for someone to represent you for the property taxation year that you are submitting the form for. You must submit a new form for each year.

#### What is a Request for Reconsideration (RfR)?

If you disagree with MPAC's assessment of your property's value and/or classification as of January 1, 2016, you can ask MPAC to review the assessment to make sure that it is right. This is called a Request for Reconsideration (RfR). You can make this request by completing and sending us an RfR form. There is no cost to do this. For more information, visit [mpac.ca](http://mpac.ca).

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## Schedule of Additional (up to 49) Properties

Please use this form when someone is representing you on more than one property (2 to 49 properties). For 50 or more, please see Section D of the Representative Authorization Form for the information that you must provide. Please note, you must send the information on 50 or more properties to MPAC as an attachment to an email to MPAC or on a flash drive. The owner, tenant or manager of the properties must fill out and sign this form before MPAC can release property information to your representative.

<b>Roll Number (19 digits)</b>
<b>Owner Name</b>
<b>Property Address</b>

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Signature of Property Owner or Authorized Signatory  
(Named in Section A of the Representative Authorization Form)

Date

Clear Form Print