



MUNICIPAL PROPERTY ASSESSMENT CORPORATION  
SOCIÉTÉ D'ÉVALUATION FONCIÈRE DES MUNICIPALITÉS

January 2016

Dear Sir/Madam:

**Re: [Property Location/Municipality]  
Roll Number: (Roll Number)-0000**

In follow up to my October 2015 letter, I am writing to provide an update on changes the Municipal Property Assessment Corporation (MPAC) has made to its Tenant Information Program (TIP).

In January, MPAC launched a new tool on [aboutmyproperty.ca](http://aboutmyproperty.ca) for owners of commercial, industrial and multi-residential properties to submit property rental, income and expense information directly to MPAC. This tool, called the Property Income and Expense Return, is a major step forward in streamlining the information submission process for property owners, while ensuring MPAC captures the key data required to deliver accurate and consistent assessments.

When I wrote to you in October, we intended for commercial airports to use this tool to submit 2016 commercial rental data to MPAC. However, since that time, we have made the decision to phase in online submissions for specific property types through [aboutmyproperty.ca](http://aboutmyproperty.ca). Online submissions via [aboutmyproperty.ca](http://aboutmyproperty.ca) will be available for commercial airports in 2017.

As a result, you will receive a Commercial Rental Data Request from MPAC in spring 2016. At that time, you will be asked to submit your information by the same method you have previously utilized.

If you have any questions or concerns, please call us at 1 866 296-MPAC (6722), or visit [mpac.ca](http://mpac.ca) and choose Property Income and Expense Return under the Products and Services tab.

Yours truly,

A handwritten signature in black ink, appearing to read "Rose McLean". The signature is written in a cursive, flowing style.

Rose McLean  
Chief Operating Officer

P.O. Box 9808, Toronto, Ontario, M1S 5T9  
Toll Free: 1 866 296-6722 or 1 877 889-6722 TTY Fax: 1 866 297-6703  
[www.mpac.ca](http://www.mpac.ca) [www.aboutmyproperty.ca](http://www.aboutmyproperty.ca)

COM-AIR letter\_Jan2016\_English.docx