

May 2016

Location and Property description

Municipality

Roll Number:

Dear Sir/Madam:

RE: The above noted property

On behalf of the Municipal Property Assessment Corporation (MPAC), I am writing you to request specific information on the above noted property. MPAC is responsible for assessing all property in Ontario for the purposes of municipal taxation. Since the value of certain properties is heavily influenced by their ability to generate revenue, it is particularly important to obtain accurate and current income information for properties of this type.

The deadline for submitting this information to MPAC is **June 30, 2016**.

This request for rental data and income and expense information is authorized under section 11 of the Assessment Act. Section 13 of this Act provides for penalties for non-compliance. MPAC is prevented from the unauthorized disclosure of this and other information under provisions of the Assessment Act (s.53) and the Municipal Freedom of Information and Protection of Privacy Act. MPAC may contact the individual and/or company to conduct surveys and/or obtain feedback regarding the collection of this and other information.

Return of information:

- ☞ **Sign below and include this page along with your response.**
- ☞ **Pursuant to s.40(18) of the Assessment Act, as amended, failure to respond fully to this request will result in the burden of proof as to the correctness of the current value of the land to rest with the appellant, not MPAC, in the event of any appeals filed with respect to the assessment.**

Please use the enclosed business reply envelope to return your submission. Requested information can be supplied as a data disk or hard copy and returned to:

MPAC Central Processing Facility
PO Box 9808
Toronto ON M1S 5T9

1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
www.mpac.ca

I, (Print) _____ certify that the enclosed information is correct and complete to the best of my knowledge.

Signature _____ Date _____

Title _____ Phone (____) _____

Company Name _____ Email _____

DEFINITIONS

Revenues

Green Fees –

- Semi Private or Public Courses – The amount of revenue received for play on a publicly accessible golf course. Include guest fees, package deals, tournaments, etc.
- Private Clubs – The amount of revenue received for play by a non-member. Include guest fees, package deals, tournaments, etc.

Note: In all cases where Green Fees include mandatory cart rental, remove that portion and include separately as cart revenue.

Cart Rentals – Revenue from rental of power cart and pull carts, trail fees for members carts, annual or package cart rentals, storage and battery charging fees

Membership fees –

- Semi Private or Public Courses – Membership Fees/Dues - the annual fee paid by a player which permits them to play for the current golf season
- Private Clubs – Annual Dues paid by members which permits them to play for the current golf season. Dues should only cover golf fees. Social fees should be charged to other revenue and house minimums for F&B should go to F & B Revenue.

Range – Revenue earned from play and pay at a driving range and/or revenue from driving range memberships.

Lessons – Revenue from golf lessons booked and recorded as revenue by the club. This should be netted against any commission paid to the golf professional. In cases where the revenue is taken by the golf professional, then it should not be reported by the club, but please note that this is the case.

Other Revenue – All other revenue. Please provide a breakdown.

Pro Shop – Revenue from sale of golf balls, clubs, headcovers, clothing, shoes, and other wearables/accessories. Non golf-related revenue from sale of non-golf specific merchandise (i.e. artwork, souvenirs, etc.). In cases where the revenue is taken by a golf professional, it should not be reported by the club, but please note that this is the case.

Food & Beverage – Food, alcoholic beverages and non-alcoholic beverages from all sources including banquets and tournaments.

Cost of Sales

Pro Shop – The direct cost of purchases to supply the Golf Shop with golf merchandise for re-sale.

Food and Beverage – The direct cost of purchases of food ingredients, alcoholic beverages and non-alcoholic beverages for re-sale.

Note: wages and benefits of staff should not be included in these categories.

Expenses

Wages and Benefits – From all sources , including management , direct labour and associated benefit cost such as EI, CPP, WSIB , employer health tax, vacation pay, staff on-site accommodations, staff meals, clothing allowance, and the like. Including Pro Shop and Food and Beverage staff.

Administration – Dues and subscriptions, all telecommunication costs, automotive cost for travel /education/training , office supplies, computer supplies, donations, bank credit card charges.

Pro Shop Supplies – All consumable costs associated with the operation of the golf shop, for example uniforms for golf shop personnel, scorecards, pencils.

Food & Beverage Supplies – All consumable costs associated with the operation of food & beverage, for example uniforms, napkins.

Marketing – All charges for promotional advertising, including internet, print, radio and television advertising.

Turf Operations – Cost associated with turf cost including fertilizer, pesticides, aggregates, fuel (gas and oil to operate the turf equipment). Should not include costs to purchase or lease equipment.

Professional Fees – All charges related to external consultants; legal and accountants/auditors including travel and disbursements.

Repairs and Maintenance – Includes all expenses related to repair buildings and associated furniture and fixtures. Should not include capital expenditures.

Utilities – All utilities associated with the operation of the facilities including hydro, propane, gas, heating oil, water and sewage, cable and satellite.

Insurance – All types of insurance related to the operations and buildings of a golf course. Excluded is insurance related to employee benefits which is accounted for under Fringe Benefits by department.

Other Expenses – All other expenses. Please provide a breakdown.

Operating Leases – A contract that allows for the use of an asset, but does not convey the rights of ownership of the asset. It must be accounted for as a rental expense.

Exclusions – None of the expense categories should include any interest payments, mortgage payments, loan payments, amortization, depreciation, capital improvements or purchases of capital assets.

d) **Chattels and Personal Property**

If Owned:

Details of ownership to include the depreciated cost of the following equipment and/or furnishings; golf carts, maintenance equipment, kitchen equipment and clubhouse furnishings.

If Leased or Leased to Own:

Details of leases to include term and payments for the following equipment and/or furnishings, golf carts, maintenance equipment, kitchen equipment and clubhouse furnishings

e) **A schedule outlining the greens fees charged**

If private non-profit, private for profit, or semi-private non-profit, indicate guest fees for prime, weekday and twilight times, plus initiation fees and annual dues.

f) If the property has transacted through a share sale or asset purchase (within the last 5 years), provide relevant details including amount, vendor, purchaser, date and a schedule of items included in transaction.

g) Capital improvements made within the last three years, including the nature of the improvements and the related costs.

h) A current rent roll (if applicable) indicating any tenants, their leased areas, lease commencement date, lease term, base rent, percentage rent and tenant inducements (free rent and/or finishing allowances).

i) If there is any billboard or signage revenue, report:

- the annual revenue/expenses
- the owner of the sign(s)
- the size of each sign or billboard

Note: MPAC must ensure that any income attributable to billboards is excluded from the assessment of properties valued using the income approach, since billboards must be valued solely on their cost, without considering any income received by the property owner in respect of the sign or its placement.

j) If the information being provided relates to more than the roll number identified at the top of this form (i.e. adjacent property is included in income/expenses), please provide a list of the other properties and the associated roll numbers, if known.

k) The name of the person who prepared the information, their position and telephone number.

l) Any other information that you deem pertinent to the valuation of your property.

Thank you for your cooperation. If you have any questions about this request or the submission process, please contact us or visit www.mpac.ca.

Yours truly,



Rose McLean, M.I.M.A.
Vice-President and Chief Operating Officer