

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 \_\_\_\_\_

over ... 2

PC:                      PAC:                      FO:

Please provide the following information:

- a) The actual detailed profit and loss results of operations for the 2015 (or most current) fiscal year with supporting schedules showing:
  - departmental income or revenue from all sources
  - departmental and undistributed operating expenses or detailed expense listing
  - property taxes
  - insurance
- b) If this property is operated seasonally, please indicate the opening and closing dates for 2015.
- c) A schedule of the number and types of units, cottages, and/or campsites available and the rental rates that apply to each.
- d) The average daily rate, and occupancy of the property, or the number of room nights (or unit, cottage or site nights as appropriate) available and the number of nights sold.
- e) If applicable, the breakdown of units or cottages designated as housekeeping, American or modified American plan.
- f) 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.

- g) A current rent roll for any commercial tenants indicating all demised areas.
- h) A list of any renovations, additions or any other modifications made to the property during 2015 (or most current) fiscal year.
- i) 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.
- j) The name and telephone number of the person supplying the preceding information.

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](http://www.mpac.ca).

Yours truly,



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