

# 2016 Property Income & Expense Request

USE THIS FORM TO REPORT ON YOUR RENTAL UNITS AND INCOME  
Need help?

Call us toll-free at 1 866 296-MPAC (6722) - TTY 1 877 889-MPAC (6722)  
If you have accessibility needs, please let our representatives know how we can assist you.

## We respect your privacy

This information is collected by MPAC under the authority of sections 11, 15, 16 and 16.1 of the *Assessment Act*, and used for property valuation and assessment purposes. Section 13 identifies penalties for non-compliance. If you have questions, please contact MPAC.



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

Municipal Property Assessment Corporation  
Central Processing Facility (PIER)  
PO Box 9808  
Toronto ON M1S 5T9

Roll Number \_\_\_\_\_ FO \_\_\_\_\_  
Municipality \_\_\_\_\_  
Location & Property Description \_\_\_\_\_

**Due June 30, 2016**

Fiscal Year \_\_\_\_\_ end of fiscal year \_\_\_\_\_  
(yyyy) (yyyy/mm/dd)

Income Received	Expenses
<b>Site Rents / Leases</b> Leased \$ _____ Transient \$ _____ Maintenance fees \$ _____  <b>Other</b> Capital Gains - unit sales \$ _____ Unit Rentals \$ _____ Retail - store \$ _____ Rentals (boats, paddle boats, canoes, bicycles, workshops, tools, assembly hall, etc) \$ _____ Leased office area \$ _____ Laundry \$ _____ Storage \$ _____ Parking \$ _____ Telecommunications \$ _____ Property tax recoveries \$ _____ Administration cost recoveries \$ _____ Billboards * \$ _____ Other (specify) 1. _____ \$ _____ 2. _____ \$ _____ 3. _____ \$ _____ 4. _____ \$ _____	<b>General</b> Property Taxes \$ _____ Insurance \$ _____ Land Lease Amounts \$ _____  <b>Administration</b> Management \$ _____ Legal and Audit \$ _____ Professional fees \$ _____ Leasing commissions \$ _____ Marketing and Promotion \$ _____ Office supplies / equipment \$ _____ Wages & Benefits \$ _____  <b>Utilities</b> (amt. paid out, not amt. received from tenants) Hydro \$ _____ Water / Sewer \$ _____ Heat / Ventilation / AC (HVAC) \$ _____ Cable TV \$ _____  <b>Property Maintenance</b> Waste removal / recycling \$ _____ Snow removal / landscaping \$ _____ HVAC maintenance \$ _____ Parking garage maintenance \$ _____ Exterior maintenance \$ _____ Building maintenance \$ _____ Security & Fire \$ _____ Janitorial \$ _____ Pools / Rec./ Tennis etc. Maintenance \$ _____ Painting / Decorating etc. \$ _____ Water testing / treatment \$ _____ Other (explain in 'Comments' section) \$ _____
<b>Rental Income Loss</b> Vacancy \$ _____ Collection Loss \$ _____	

\* If you have entered billboard income, please list the owner of the sign(s) and the size of each sign or billboard in the 'Comments' section.

## Capital Costs Summary

Expenditure Type	Expenditure Date (yyyy)
New / Updated waste disposal / treatment system	\$ _____
New / Updated water facility	\$ _____
New / Updated electrical services	\$ _____
Initial water treatment charges	\$ _____
Equipment	\$ _____
Other (specify)	
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____

**Comments** (please include any additional information or explanations you feel are pertinent to this enquiry)

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Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 last first signature

Telephone: \_\_\_\_\_  
 home bus. e-mail

**Note:** This information is collected under the authority of section 11 of the *Assessment Act* and is protected by the *Municipal Freedom of Information and Protection of Privacy Act* and section 53 of the *Assessment Act*. MPAC is prevented from releasing information except as authorized under provincial legislation. MPAC may contact the property owner to conduct surveys or obtain feedback regarding the collection of this and other information.