



January 2016

Dear Sir/Madam:

**Re:                   Property Location/Municipality**  
**Roll Number:**  
**Access Key:**  
**Web Access Code:**

The Municipal Property Assessment Corporation's (MPAC) role is to accurately assess and classify all properties in Ontario in accordance with the *Assessment Act* and regulations established by the Ontario government.

MPAC applies appraisal industry standards and best practices when valuing property. For commercial, industrial and multi-residential properties, MPAC uses the income approach to value. In this approach, value is indicated by a property's revenue-earning power. This method requires a detailed analysis of both income and expenditure, for the property being valued and other similar properties that may have been sold.

As we prepare for the 2016 province-wide Assessment Update, your assistance providing the following information will help us produce an accurate assessed value for your property:

- An income and expense report on your property for your most recent fiscal year.
- A report on the market rents for each multi-residential suite type as of January 1, 2016.
- A report on the rents you are currently charging for commercial units. Unless noted otherwise, all information provided should reflect all active leases, vacant spaces, parking details, storage areas and billboards as of January 1, 2016.

**Your deadline to submit this information to MPAC is March 31, 2016.**

### **How to Submit Your Information**

MPAC has made important changes to how it collects information for commercial, industrial and multi-residential properties. Effective 2016, our paper-based Tenant Information Program has been replaced by a new online tool – the Property Income and Expense Return, available through [aboutmyproperty.ca](http://aboutmyproperty.ca).

The Property Income and Expense Return tool 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.

As a result, MPAC is no longer mailing paper forms with our information request letters.

Please submit your information online by following these easy steps:

1. Go to [aboutmyproperty.ca](http://aboutmyproperty.ca).
2. Log in using your AboutMyProperty™ User ID and Password.  
If this is your first time using AboutMyProperty™, you will have to register first using your Roll Number and Access Key found on page one of this letter.
3. At the next screen, select "Continue to Property Income and Expense Return."
4. Enter your Web Access Code found on page one of this letter.
5. Select "Login."
6. Complete and submit the following forms online: the Property Income and Expense (PIE) form, the Apartment form and the Commercial form.

You may also file your information via Business to Business (B2B) data transfer. For additional information regarding B2B, or other accepted online submission methods, please visit [mpac.ca](http://mpac.ca) and choose Property Income and Expense Return under the Products and Services tab, or contact us:

Toll-free 1 866 296-MPAC (6722)  
1 877 889-MPAC (6722) TTY  
Monday to Friday – 8 a.m. to 5 p.m.  
PO Box 9808, Toronto ON M1S 5T9

If you have accessibility needs, please let our representatives know how we can best accommodate you.

#### **MPAC's Authorization to Collect and Protect Your Information**

This request for rental, income and expense information is authorized under section 11 of the *Assessment Act*. Section 13 of the Act provides penalties for non-compliance and for providing false information. Furthermore, if the information requested is not provided and you choose to appeal your assessed value to the Assessment Review Board, the Act provides that the burden of proof will shift from MPAC to the appellant.

MPAC is committed to protecting your personal information. We are prevented from the unauthorized disclosure of this and other information under the provisions of section 53 of the *Assessment Act* and the *Municipal Freedom of Information and Protection of Privacy Act*. This letter includes an Access Key and Web Access Code to provide you with secure access to your personal and property information maintained on AboutMyProperty™. Please store and/or securely dispose of this letter to ensure your information is protected, and contact MPAC if you believe your access has been compromised.

Thank you for your cooperation. If you have any questions about this request or submission process, please contact MPAC or visit [mpac.ca](http://mpac.ca).

Yours truly,



Rose McLean  
Chief Operating Officer