

Issue by Methodology	Documents, Studies or Information Subject to Disclosure	Party Responsible and Timing of Disclosure
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1 COST APPROACH

(a) Land Value	<p>Particulars relating to land value by market area and property type, including:</p> <ul style="list-style-type: none"> (i) Land calculations used to produce land values; (ii) Particulars of land sales used: <ul style="list-style-type: none"> • Date of sale • Sale price** • Address of property • Land sales not used in analysis with reason code** (iii) Site information; (iv) Current Official Plan, Secondary Plan designations and proposed amendments; (v) Draft Plan approvals; (vi) Zoning plans, applications and proposals; (vii) Site-specific zoning or municipal Committee of Adjustment decisions; (viii) All correspondence with municipality related to zoning amendment applications; (ix) Ontario Municipal Board (OMB) appeal status including decisions; (x) Documentation supporting permitted uses; and (xi) If the issue is excess land, the criteria used to determine excess land amount(s). 	<p>MPAC: MPAC to disclose in Initial Disclosure information in s. 1(a)(i) – (iii), except where marked (**) a written request for relevant documents must be made to MPAC.</p> <p>Appellant: Where the Appellant seeks to dispute land value, disclosure outlined in s. 1(a)(i) – (xi) must be exchanged with the Appellant’s Statement of Issues.</p> <p>Municipality: Upon request for relevant documents, or when participating as an Appellant, municipality must deliver, in addition to the disclosure required of an Appellant, any documents that contain the information outlined in s. 1(a)(iv) – (xi).</p>
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<p>(b) Sale(s) of Subject Property at any time within the past five years</p>	<p>Particulars of subject property sale(s), including:</p> <ul style="list-style-type: none"> (i) Copy of Agreement of Purchase and Sale (including amendments) and Affidavit of Value of the Consideration; (ii) Full copy of property appraisal(s) prepared for property assessment purposes if an appraisal was completed within the five years preceding the valuation date; and (iii) Confirm the existence of property appraisal(s) prepared for any other purpose. 	<p>MPAC: N/A</p> <p>Appellant: Appellant to disclose s. 1(b) (i) – (iii) with Statement of Issues.</p> <p>Municipality: N/A</p>
<p>(c) Recent Construction Additions or Demolitions</p>	<p>Particulars relating to recent construction, additions or demolitions, including:</p> <ul style="list-style-type: none"> (i) Building permits issued in the year of the valuation date and the four preceding years; and (ii) If the subject property was constructed within the five years preceding the valuation date, a Construction Cost Questionnaire (see Appendix B). 	<p>MPAC: N/A</p> <p>Appellant: Appellant to disclose s. 1(c)(i) and (ii) upon request from MPAC or municipality or in Reply.</p> <p>Municipality: Municipality to disclose s. 1(c)(i) and (ii) upon request or in its Response to Statement of Issues if participating as a party.</p>
<p>(d) Reproduction and/or Replacement Cost New (RCN)</p>	<ul style="list-style-type: none"> (i) Property Profile; (ii) Directives and Policy Statements, including the Methodology Guide and Market Valuation Report; (iii) Cost analytics and RCN rate study; (iv) Complete copy of ACS rates per component; (v) Description of how indirect costs were calculated; (vi) Description of how quantity adjustment factors were calculated; (vii) Building permits issued in the year of the 	<p>MPAC: MPAC to disclose s. 1(d)(i) – (vi) in Initial Disclosure.</p> <p>Appellant: Appellant to disclose s. 1(d)(ix) – (xi) with its Statement of Issues and s. 1(d)(vii) and (viii) in Reply and/or when requested from MPAC.</p> <p>Municipality: Upon request for relevant documents, or when participating as an Appellant, municipality must deliver any</p>

	<p>valuation date and the four preceding years;</p> <p>(viii) If the subject property was constructed within the 5 years preceding the valuation date, a Construction Cost Questionnaire (see Appendix B);</p> <p>(ix) Full copy of property appraisal(s) if an appraisal was completed within the 5 years preceding the valuation date, including any pro forma or land residual analysis;</p> <p>(x) Any opinion of value on the subject property prepared for any purpose in the 2 years preceding the valuation date;</p> <p>(xi) Building plans and schematics;</p> <p>(xii) Current Official Plan, Secondary Plan designations and proposed amendments; and</p> <p>(xiii) Current and proposed zoning plans, applications, and proposals.</p>	<p>documents that contain the information outlined in s. 1(d)(vii) and (xi) – (xiii).</p>
<p>(e) Depreciation: Physical, Functional or Economic Obsolescence</p>	<p>Particulars relating to depreciation, including:</p> <p>(i) Obsolescence analysis used in the determination of assessed values;</p> <p>(ii) Calculations made to arrive at the estimated loss in value resulting from obsolescence, including but not limited to a detailed itemization of inputs, outputs and rationale;</p> <p>(iii) Detailed itemization illustrating how and why the subject property’s operating costs/capital costs are excessive when compared to an efficient property;</p> <p>(iv) Methodology for determining physical deterioration;</p> <p>(v) Documents that demonstrate a change from</p>	<p>MPAC: MPAC to disclose s. 1(e)(i) – (ii) and (iv) in Initial Disclosure and (v) in Response to Statement of Issues.</p> <p>Appellant: Appellant to disclose s. 1(e)(viii) with its Statement of Issues. Where excess operating costs are an issue, Appellant to disclose s. 1(e)(iii) with its Statement of Issues. Where the replacement model is at issue, Appellant to disclose s. 1(e)(vii).</p> <p>Municipality: Upon request for relevant documents, or when participating as an</p>

	<p>historic or property-specific allowances for depreciation in all aspects and reasons; Diagrams of lands and buildings utilized in the valuation;</p> <p>(vi) Replacement model plans specifications and costing to support excess capital cost allowances; and</p> <p>(vii) Financial statements demonstrating cost to cure obsolescence, including any business impact for failure to cure obsolescence.</p>	<p>Appellant, municipality must deliver any documents that contain the information outlined in s. 1(e)(i) – (viii).</p> <p><u>Note:</u> Parties may request undertakings of non-disclosure prior to releasing disclosure for bulk sales data, information protected under section 53 of the <i>Assessment Act</i> or any other data containing sensitive financial information and/or of a confidential and/or proprietary nature.</p>
(f) Appraisal of property	<p>(i) A full copy of property appraisal(s) prepared for property assessment purposes if an appraisal was completed within the 5 years preceding the valuation date; and</p> <p>(ii) Confirm the existence of property appraisal(s) prepared for any other purpose.</p>	<p>MPAC: N/A</p> <p>Appellant: Appellant to disclose s. 1(f)(i) – (ii) with its Statement of Issues.</p> <p>Municipality: N/A</p>

2 INCOME APPROACH

(a) Capitalization Rate	<p>Particulars relating to the capitalization rate, including:</p> <p>(i) Information included in the Property Income and Expense Request (PIER) Questionnaire (see Appendix A) for the year of the valuation date (i.e., 2016 for the 2016 Assessment Update) and equivalent information for four years prior to the valuation date (i.e., 2012 – 2015);</p> <p>(ii) Taking into account the relevant market area and appropriate valuation parameters, the</p>	<p>MPAC: MPAC to disclose in Initial Disclosure information in s. 2(a)(ii) except where marked (**) a written request for relevant documents must be made to MPAC.</p> <p>Appellant: Appellant to disclose s. 2(a)(i) and (iii) with Statement of Issues and s. 2(a)(iv) in Reply and/or when requested.</p>
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	<p>total sales investigated:</p> <ul style="list-style-type: none"> • Sale price** • Address of property • Sales not used in analysis with reason code** <p>(iii) Beginning with the year of the valuation date, five years (i.e., 2012 – 2016) of audited financial statements for the property, including all income and expenses incurred for the property, if available;</p> <p>(iv) Copies of all redevelopment studies, engineering studies, or due diligence reports prepared on behalf of the subject property in the year of the valuation date or four preceding years (including but not limited to related documents such as planning opinions, development applications, and zoning amendments for this period).</p>	<p>Municipality: Upon request for relevant documents, or when participating as an Appellant, municipality must deliver any documents that contain the information outlined in s. 2(a)(iv).</p> <p><u>Note:</u> Parties may request undertakings of non-disclosure prior to releasing disclosure for bulk sales data, information protected under section 53 of the <i>Assessment Act</i> or any other data containing sensitive financial information; and/or of a confidential and/or proprietary nature.</p>
(b) Fair Market Rents	<p>(i) Information included in the Property Income and Expense Request (PIER) Questionnaire (see Appendix A) for the year of the valuation date (i.e., 2016 for the 2016 Assessment Update) and the equivalent information for four years prior to the valuation date (i.e., 2012 – 2015);</p> <p>(ii) Leases or lease summaries as appropriate for the five years ending and concluding with the valuation date, if available;</p> <p>(iii) For each market area:</p> <ul style="list-style-type: none"> • Summary of reported rents used in MPAC’s analysis including count of observations by municipality, range and 	<p>MPAC: Subject to section 53 of the <i>Assessment Act</i>, MPAC to disclose in Initial Disclosure information in s. 2(b)(iii) – (v), except where marked (**) a written request for relevant documents must be made to MPAC.</p> <p>Appellant: Appellant to disclose s. 2(b)(i), (ii) and (vi) with its Statement of Issues. Appellant may request undertakings of non-disclosure prior to releasing disclosure.</p>

	<p style="text-align: center;">measure of central tendency.</p> <p>(iv) Document listing for each occupancy code, showing:</p> <ul style="list-style-type: none"> • Gross Leasable Area • Tenant Listing • Adjusted and unadjusted fair market rent applied <p>(v) Summary of analysis including number of observations by market area and measures of central tendency;</p> <p>(vi) A copy of all tenant inducements, including all cost breakdowns, for the year(s) under appeal and four years prior to the year(s) under appeal if available.</p>	Municipality: N/A
(c) Vacancy and Collection Loss or Chronic Vacancy	<p>Particulars of vacancy, including:</p> <p>(i) Information included in the Property Income and Expense Request (PIER) Questionnaire (see Appendix A) for the year of the valuation date (i.e., 2016 for the 2016 Assessment Update) and the equivalent information for four years prior to the valuation date (i.e., 2012 – 2015);</p> <p>(ii) A copy of all advertisement(s) for all vacant space, including the marketed lease rates for the year under appeal(s) and four years prior to the year under appeal or an affidavit in lieu;</p> <p>(iii) Tenant leases and/or rent rolls for the subject property for 4 years preceding the base year;</p> <p>(iv) If a portion of the building was shut down or vacant, particulars including timing;</p> <p>(v) If studies completed, copies of the studies, save and except any information subject to</p>	<p>MPAC: MPAC to disclose s. 2(c)(v) as part of Initial Disclosure.</p> <p>Appellant: Appellant to disclose s. 2(c)(i) – (vi) with its Statement of Issues.</p> <p>Municipality: Upon request for relevant documents, or when participating as an Appellant, municipality must deliver any documents that contain the information outlined in s. 2(c)(vi).</p>

	<p>section 53 of the <i>Assessment Act</i>; and</p> <p>(vi) Vacancy rebate information, if relevant.</p>	
(d) Expense Ratios	<p>Particulars relating to expense ratios, including:</p> <p>(i) Information included in the Property Income and Expense Request (PIER) Questionnaire (see Appendix A) for the year of the valuation date (i.e., 2016 for the 2016 Assessment Update) and the equivalent information for four years prior to the valuation date (i.e., 2012 – 2015);</p> <p>(ii) Beginning with the year of the valuation date, five years (i.e., 2012 – 2016) of audited financial statements for the property, including all income and expenses incurred for the property; and</p> <p>(iii) If studies completed, copies of the studies, any information subject to section 53 of the <i>Assessment Act</i>.</p>	<p>MPAC: Subject to section 53 of the <i>Assessment Act</i>, MPAC to disclose s. 2(d)(iii) in Initial Disclosure.</p> <p>Appellant: Appellant to disclose s. 2(d)(i) and (ii) with its Statement of Issues.</p> <p>Municipality: N/A</p>
(e) Sale(s) of Subject Property at any time within the past 5 years	<p>Particulars of subject property sale(s), including:</p> <p>(i) Copy of Agreement of Purchase and Sale and Affidavit of Value of the Consideration;</p> <p>(ii) Full copy of property appraisal(s) prepared for property assessment purposes if an appraisal was completed within the 5 years preceding the valuation date and confirm the existence of property appraisals prepared for any other purpose; and</p> <p>(iii) If the ownership of, or any portion of interest in, the property has changed (by way of deeded transfer, share sale, or asset purchase) in the fiscal period covering the valuation date under appeal or the four preceding years:</p>	<p>MPAC: N/A</p> <p>Appellant: Appellant to disclose s. 2(e)(i) – (iii).</p> <p>Municipality: N/A</p> <p><u>Note:</u> Parties may request undertakings of non-disclosure prior to releasing disclosure for bulk sales data, information protected under section 53 of the <i>Assessment Act</i> or any other data containing sensitive financial information and/or of a confidential and/or proprietary nature.</p>

	<p>a. Amounts</p> <p>b. Names of transferor and transferee</p> <p>c. Schedule of items transferred and the value agreed to for each item.</p>	
(f) Recent Construction, Additions or Demolitions	<p>Particulars of construction, additions or demolitions:</p> <p>(i) Building permits issued in the year of the valuation date and the four preceding years; and</p> <p>(ii) Particulars relating to:</p> <ul style="list-style-type: none"> • Year of construction • Date construction, addition or demolition started • Date construction, addition or demolition completed • Total contract cost • Area • Square feet. 	<p>MPAC: N/A</p> <p>Appellant: Appellant to disclose s. 2(f)(ii) with its Statement of Issues.</p> <p>Municipality: Upon request for relevant documents, or when participating as an Appellant, municipality must deliver any documents that contain the information outlined in s. 2(f)(i).</p>
(g) Appraisal of property	<p>Particulars of property appraisal:</p> <p>(i) A full copy of all property appraisal(s) prepared for property assessment purposes for the year(s) under appeal and four years prior to the year(s) under appeals; and</p> <p>(ii) Confirm the existence of property appraisal(s) for any other purpose.</p>	<p>MPAC: N/A</p> <p>Appellant: Appellant to disclose s. 2(g)(i) and (ii) with its Statement of Issues.</p> <p>Municipality: N/A</p>
(h) Excess Land	<p>If the issue is excess land:</p> <p>(i) The criteria used to determine excess land amount(s).</p>	<p>MPAC: MPAC to disclose s. 2(h)(i) with initial disclosure if available.</p> <p>All parties: To disclose s. 2(h)(i) as part of their respective pleadings.</p>

3 SALES APPROACH

<p>(a) Sale(s) of Subject Property at any time within the past 5 years</p>	<p>Particulars of subject property sale(s), including:</p> <ul style="list-style-type: none"> (i) Copy of Agreement of Purchase and Sale and Affidavit of Value of Consideration; (ii) Full copy of property appraisal(s) for property assessment purposes if an appraisal was completed within the 5 years preceding the valuation date; and (iii) Confirm the existence of property appraisal(s) for any other purpose. 	<p>MPAC: N/A</p> <p>Appellant: Appellant to disclose s. 3(a)(i) – (iii) with its Statement of Issues.</p> <p>Municipality: N/A</p>
<p>(b) Sales relied upon in valuation</p>	<ul style="list-style-type: none"> (i) For all property types: sale date, sale amount** and address of sales used in analysis and sale date, sale amount, address and reason code of sales not used in the analysis** and (ii) Criteria for selection and application of relevant valuation model and factors. 	<p>MPAC: MPAC to disclose in Initial Disclosure information in s. 3(b)(i) and (ii), except where marked (**) a written request for relevant documents must be made to MPAC.</p>
<p>(c) Sales relied upon by the party</p>	<ul style="list-style-type: none"> (i) List of sales relied upon by the party in the appeal including: <ul style="list-style-type: none"> • Any adjustments in comparison to the subject property and rationales for such adjustments • The definition of the vicinity used and • Parameters or criteria for selecting those comparables. 	<p>All parties: To disclose s. 3(c)(i) as part of their respective pleadings.</p>

4 EQUITY

(a) Equity Analysis	Particulars relating to equity analysis: (i) Total number of properties selected; (ii) Vicinity selected; (iii) Criteria for similar properties and vicinity; (iv) Test for equity selected; and (v) Adjustments in comparison to the subject property and rationale for adjustments.	All parties: To disclose s. 4(a)(i) – (v) as part of their respective pleadings.
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5 CLASSIFICATION

(a) Classification	Particulars relating to classification: (i) Historic use of property; (ii) Use of property on classification date; (iii) Date and nature of change event, if any; (iv) For vacant land, zoning, including any site specific by-laws; and (v) Photographs of property and activities on property.	MPAC and Appellant: To disclose s. 5(a)(i) – (v) as part of their respective pleadings. Municipality: Upon request for relevant documents, or when participating as an Appellant, municipality must deliver any documents that contain the information outlined in s. 5(a)(i) – (v).
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6 HIGHEST AND BEST USE

(a) Highest and Best Use	Particulars relating to highest and best use: (i) Highest and best use analysis for the Subject Property; (ii) Historic use and changes in use; (iii) Current Official Plan, Secondary Plan designations and proposed amendments;	MPAC: MPAC to disclose s. 6(a)(i),(xii),(xvi) with their Response to Statement of Issues. Appellant: Appellant to disclose s. 6(a)(i), (x) – (xvi) with their Statement of Issues.
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- (iv) Draft plan approvals;
- (v) Zoning plans, applications and proposals;
- (vi) Site-specific zoning or municipal Committee of Adjustment decisions;
- (vii) All correspondence with municipality related to zoning amendment applications;
- (viii) Zoning by-law amendment;
- (ix) Ontario Municipal Board (OMB) appeal status, including decisions where applicable;
- (x) All documentation related to proposed uses;
- (xi) Development costs, calculations and pro forma (i.e., projected cost/benefit of the proposed highest and best use)
- (xii) List of sales relied upon by the party including:
 - Any adjustments in comparison to the subject property and rationale for such adjustments;
 - Definition of the vicinity used; and
 - Criteria for selecting those comparables
- (xiii) If the subject property sold within the year of the valuation date or the four years preceding the valuation date, copies of all agreements of purchase and sale or any amending agreements;
- (xiv) Full copy of property appraisal(s) for property assessment purposes if an appraisal was completed within the five years preceding the valuation date;
- (xv) Confirm the existence of property appraisal(s) for any other purpose;
- (xvi) If studies completed, copies of the studies at

Municipality: Upon request for relevant documents, or when participating as an Appellant, municipality must deliver any documents that contain the information outlined in s. 6(a)(i) – (xi) as appropriate.

	the property specific level, save and except any information subject to Section 53 of the <i>Assessment Act</i> .	
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7 CONTAMINATION

(a) Contamination	<p>Particulars relating to contamination:</p> <ul style="list-style-type: none"> (i) If adjusted for contamination, details on how the adjustment was quantified and rationale; (ii) MPAC policies with respect to identifying and quantifying contamination in existence for the valuation date; (iii) Municipal records with respect to contamination; (iv) Studies completed including any cost(s) to cure analysis; (v) A copy of any and all available Environmental Site Assessments (Phase 1, Phase 2 and/or Phase 3) confirming contaminants and that they are <u>above</u> Ministry of Environment standards. A qualified Environmental Engineer or Environmental Consultant, or the Ministry of Environment, must have completed these reports; (vi) Copies of Ministry of Environment issued orders mandating remediation clean-up of the Subject Property; (vii) Cost to cure/remediation reports completed by a qualified environmental engineering company and copies of any remediation plans prepared; 	<p>MPAC: MPAC to disclose s. 7(a)(i) and (ii).</p> <p>Appellant: Appellant to disclose s. 7(a)(i) – (xi) in its Statement of Issues, where the issue is raised.</p> <p>Municipality: Upon request for relevant documents, or when participating as an Appellant, municipality must deliver any documents that contain the information outlined in s. 7(a)(i) – (xi).</p>
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	<p>(viii) A copy of the Record of Site Condition (if remediation is complete);</p> <p>(ix) Receipts and full information for any remediation, testing and/or monitoring completed to date;</p> <p>(x) A full copy of all property appraisal(s) prepared for property assessment purposes for the year(s) under appeal and four years prior to the year(s) under appeal; and</p> <p>(xi) Confirm the existence of property appraisal(s) for any other purpose.</p>	
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8 PROPERTY REQUIRES CAPITAL EXPENDITURES

(a) Capital Expenditures	<p>Particulars relating to capital expenditures:</p> <p>(i) Capital expenditure report and a report of any renovations, additions or other modifications made to the property for the fiscal year covering the valuation date(s) under appeal and preceding four years, detailing:</p> <ul style="list-style-type: none"> • What was modified • The time period and • Associated costs <p>(ii) If all, or a portion, of the property was shut down or vacant, details as to the area and timing of such vacancy or closure; and</p> <p>(iii) If the property is an airport or other property type where capital expenditure may be offset by improvement fees, details on the amount of fees charged.</p>	<p>All parties: To disclose s. 8(a)(i) – (iii) in their respective pleadings where issue is raised.</p>
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2016 Property Income & Expense Questionnaire

USE THIS FORM TO REPORT ON YOUR RENTAL UNITS AND INCOME

Need help?

Call us toll-free at 1 866 296-MPAC (6722)
1 877 889-MPAC (6722) TTY

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

Other ways to file

To file this form electronically visit mpac.ca.



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 _____ PAC _____ PC _____
Your web access code _____
Due Mar. 31, 2016

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

Income Received	Expenses
Rents Residential / Apartment Suites \$ _____ Laundry (Multi-Residential) \$ _____ Other Residential (specify) _____ \$ _____ Retail \$ _____ Percentage Rents \$ _____ Other Retail (specify) _____ \$ _____ Office \$ _____ Other Storage / Basement \$ _____ Parking \$ _____ Telecommunications \$ _____ Property Tax Recoveries \$ _____ Operating Cost Recoveries \$ _____ Administration Cost Recoveries \$ _____ Billboards \$ _____ Other (specify) _____ 1 _____ \$ _____ 2 _____ \$ _____ 3 _____ \$ _____	General Property Taxes \$ _____ Insurance \$ _____ Land Lease Amounts \$ _____ Administration Management \$ _____ Legal & Audit \$ _____ Professional Fees \$ _____ Leasing Commissions \$ _____ Marketing & Promotion \$ _____ Office Supplies / Equipment \$ _____ Wages & Benefits \$ _____ Utilities Hydro \$ _____ Water / Sewer \$ _____ Heat / Ventilation / AC (HVAC) \$ _____ Cable TV \$ _____ Property Maintenance Waste Removal / Recycling \$ _____ Snow Removal / Landscaping \$ _____ Elevator / Escalator \$ _____ Heat / Vent. / AC (HVAC) \$ _____ Parking Garage Maintenance \$ _____ Exterior Maintenance \$ _____ Security & Fire \$ _____ Janitorial \$ _____ Pools / Rec. / Tennis etc. Maintenance \$ _____ Painting / Decorating etc. \$ _____ Other (explain in 'Comments' section) \$ _____
Rental Income Loss	
Vacancy \$ _____ Collection Loss \$ _____	

Capital Costs Summary

Expenditure Type	Expenditure Date (yyyy)	Expenditure Type	Expenditure Date (yyyy)
Roof \$ _____	_____	Parking Garage \$ _____	_____
Exterior Clad \$ _____	_____	Surface Parking \$ _____	_____
Windows \$ _____	_____	Other Type (specify)	
Balconies \$ _____	_____	1 _____ \$ _____	_____
Fire Retrofit \$ _____	_____	2 _____ \$ _____	_____
Heating (HVAC) \$ _____	_____	3 _____ \$ _____	_____

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

Name: _____ last _____ first _____ signature _____ Date: _____
 Telephone: _____ home _____ bus. _____ email _____

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.

2016 Commercial Rental Data Request

USE THIS FORM TO REPORT ON YOUR RENTAL UNITS AND INCOME

Need help?

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

Other ways to file To file this form electronically visit mpac.ca.

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**

Roll Number FO
 Municipality
 Location & Property Description PAC PC

Your web access code
Due Mar. 31, 2016

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

Property Summary (as of the date of MPAC's request)			
Space Type	Office	Retail	Storage
Occupied Area (sq. ft.)			
Vacant Area (sq. ft.)			
Vacant Asking Rate (\$ /sq. ft.)			

Is property entirely owner-occupied?
 [yes] - [no].
 If 'yes', return signed & completed
 expense section (attached)
 or provide financial statements.

Floor /Unit #	1st Step-up Date	Rent /sq. ft.	2nd Step-up Date	Rent /sq. ft.	3rd Step-up Date	Rent /sq. ft.	4th Step-up Date	Rent /sq. ft.

Parking	Indoor Spaces	Rate per Space	Outdoor Spaces	Rate per Space
Daily		\$		\$
Monthly		\$		\$
Reserved		\$		\$
Total		\$		\$

If 'Step-Up' is 'Yes', please complete for each applicable Unit.

Lease Information - information you provide should reflect all active leases, vacant spaces and billboards as of the date of MPAC's request. please enter all dates yyyy/mm/dd

Tenant /Trading Name	Floor/ Unit #	Unit Type	Lease Dates			New, Renewal or Monthly (N /R /M)	Land Lease (Y / N)	% Rent of Gross Sales (\$)	Lease Type (N, G, S)	Leased Area (sq. ft.)	Step-Up (Y / N)	Annual Base Rent (\$)	Current Base Rent (\$ /sq. ft.)	Property Tax Recoveries (\$ /sq. ft.)	CAM Recoveries (\$ /sq. ft.)	Rent Free (# of Months)	Tenant Improvements (\$ /sq. ft.)
			Negotiated	Start	End												

I certify that this and all attached information is correct

Name of contact & position in organization _____ Signature _____ Business telephone _____ Email address _____ Date _____

MPAC CONSTRUCTION COST QUESTIONNAIRE

Municipality:	Region:
Property Address	Neighbourhood:
Building Type:	Roll #:
Legal Description:	Structure Code:

PARTICULARS TO BE FURNISHED BY THE CONTRACTOR OR OWNER

Year of Construction: _____ Date Started: _____ Date Completed: _____

Total Contract Cost: _____ Area: _____ Square Feet: _____

BREAKDOWN OF CONTRACT AMOUNT

EXCAVATION & FOUNDATIONS: PART A	INTERIOR FINISHES: PART C
Excavation & Grading \$ _____	Floor Finish \$ _____
Sodding & Landscaping \$ _____	Wall Finish \$ _____
Foundation (Bldg.) \$ _____	Ceiling Finish \$ _____
Foundation (Machinery) \$ _____	Other (specify) \$ _____
Floor (on grade) \$ _____	\$ _____
Fencing \$ _____	\$ _____
Paving \$ _____	\$ _____
Other (specify) \$ _____	\$ _____
STRUCTURE: PART B	MISCELLANEOUS: PART D
Concrete \$ _____	Contractors' s Overhead
Steel \$ _____	and Profit \$ _____
Roof Truss \$ _____	Engineering & Supervision
Roof Strapping \$ _____	(if not included in
Exterior Walls \$ _____	Overhead) \$ _____
Windows \$ _____	Architect' s Fees \$ _____
Doors \$ _____	Legal Fees \$ _____
Painting \$ _____	Performance Bonds \$ _____
Electrical \$ _____	Levies & Development \$ _____
Plumbing & Hook-up Fees \$ _____	Charges
H.V.A.C. \$ _____	Demolition Costs (if \$ _____
Sprinklers \$ _____	applicable)
Elevators \$ _____	Other (specify) \$ _____
Installation \$ _____	Other (specify) \$ _____
Other (specify) \$ _____	\$ _____

PART E

Information Supplied by:

NAME: _____

TITLE: _____

DATE: _____