

2017 Property Income & Expense Return



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

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.

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 12 identifies penalties for non-compliance. If you have questions, please contact MPAC.

Other Ways to File - To file this electronically visit mpac.ca

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

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

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: _____ Date: _____
last first signature

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.

2017 Commercial Rental Data Request



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| 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.) | | | |

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

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

Lease Information - information you provide should reflect all active leases, vacant spaces and billboards as of the date of MPAC's request.

| Tenant /Trading Name | Floor/ Unit # | Unit Type | Lease Dates | | | New, Renewal, Monthly, Existing or Vacant | Land Lease (Y / N) | % Rent of Gross Sales (\$) | Lease Type (Net / Gross / Semi / %) | Leased Area (sq. ft.) | Annual Rent (\$) | Current Base Rent (\$ /sq. ft.) | Property Tax Recoveries (\$ /sq. ft.) | Rent Free (# of Months) | Tenant Improvements (\$ /sq. ft.) | |
|----------------------|------------------|--------------|------------------|--------------|------------------|---|--------------------------|----------------------------------|---|---|------------------------|---------------------------------------|---|----------------------------|---|------|
| | | | Negotiated | Start | End | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | 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. | | CAM / Operating Recoveries (\$ /sq. ft.) | Insur. | Mgmt. | Maint. | Hydro | Water | HVAC |
| | | | | | | | | | | | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N |
| | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | |

I certify that this and all attached information is correct _____
Name of contact & position in organization

Signature

Business telephone

Email address

Date

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| | | | | | | | | | | | | Y/N | Y/N | Y/N | Y/N | Y/N | Y/N | |
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| | | | | | | | | | | | | | | | | | | |

I certify that this and all attached information is correct _____
Name of contact & position in organization

Signature

Business telephone

Email address

Date