

Section 4: Residential property data

Roll number

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For properties with a residential dwelling (not including condominium properties), please provide the following residential data to confirm the information that we have on file for your property. This will assist in a timely review of your Request for Reconsideration.

Main Structure Details																																																			
Full Storeys Part Storeys Design Full Bathrooms Half Bathrooms (no tub or shower)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><input type="checkbox"/> 1 Storey</td> <td style="width: 33%;"><input type="checkbox"/> 2 Storeys</td> <td style="width: 33%;"><input type="checkbox"/> 3 Storeys</td> </tr> <tr> <td><input type="checkbox"/> ¼ Storey</td> <td><input type="checkbox"/> ½ Storey</td> <td><input type="checkbox"/> ¾ Storey</td> </tr> <tr> <td><input type="checkbox"/> Back Split</td> <td><input type="checkbox"/> Side Split</td> <td><input type="checkbox"/> Raised Bungalow</td> </tr> <tr> <td colspan="3"> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Other: _____ </td> </tr> <tr> <td colspan="3"> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Other: _____ </td> </tr> </table>	<input type="checkbox"/> 1 Storey	<input type="checkbox"/> 2 Storeys	<input type="checkbox"/> 3 Storeys	<input type="checkbox"/> ¼ Storey	<input type="checkbox"/> ½ Storey	<input type="checkbox"/> ¾ Storey	<input type="checkbox"/> Back Split	<input type="checkbox"/> Side Split	<input type="checkbox"/> Raised Bungalow	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Other: _____			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Other: _____																																					
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Basement Finished Area Basement Finished Type Basement Walkout	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><input type="checkbox"/> ¼ Finished</td> <td style="width: 33%;"><input type="checkbox"/> ½ Finished</td> <td style="width: 33%;"><input type="checkbox"/> ¾ Finished</td> <td style="width: 33%;"><input type="checkbox"/> Fully Finished</td> <td style="width: 33%;"><input type="checkbox"/> Not Finished</td> </tr> <tr> <td><input type="checkbox"/> Recreation Room</td> <td><input type="checkbox"/> Multiple Room finish</td> <td colspan="3"><input type="checkbox"/> Basement Apartment</td> </tr> <tr> <td colspan="5"> <input type="text" value="(dd/mm/yyyy)"/> Completion Date of Finished Basement </td> </tr> <tr> <td colspan="5"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> </table>	<input type="checkbox"/> ¼ Finished	<input type="checkbox"/> ½ Finished	<input type="checkbox"/> ¾ Finished	<input type="checkbox"/> Fully Finished	<input type="checkbox"/> Not Finished	<input type="checkbox"/> Recreation Room	<input type="checkbox"/> Multiple Room finish	<input type="checkbox"/> Basement Apartment			<input type="text" value="(dd/mm/yyyy)"/> Completion Date of Finished Basement					<input type="checkbox"/> Yes <input type="checkbox"/> No																																		
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Primary Heating System Fuel Source Heating Type Central Air Conditioning Built-in Fireplaces Sauna Hot Tub/Whirlpool Bath (separate from bathroom) Porches/Decks	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Oil</td> <td style="width: 33%;"><input type="checkbox"/> Natural Gas</td> <td style="width: 33%;"><input type="checkbox"/> Electric</td> <td style="width: 33%;"><input type="checkbox"/> Propane</td> <td style="width: 33%;"><input type="checkbox"/> Geo-Thermal</td> <td style="width: 33%;"><input type="checkbox"/> Other: _____</td> </tr> <tr> <td colspan="6"> <input type="checkbox"/> Forced Air <input type="checkbox"/> Radiant Electric <input type="checkbox"/> Hot Water <input type="checkbox"/> Gravity Furnace <input type="checkbox"/> Heat Pump <input type="checkbox"/> Airtight Stove <input type="checkbox"/> Pipeless Hot Air <input type="checkbox"/> Electric Baseboard <input type="checkbox"/> In-Floor Radiant <input type="checkbox"/> No Central Heating <input type="checkbox"/> Other: _____ </td> </tr> <tr> <td colspan="6"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td colspan="6"> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Other: _____ </td> </tr> <tr> <td colspan="6"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text" value=""/> Length (ft) <input type="text" value=""/> Width (ft) <input type="text" value=""/> Height (ft) </td> </tr> <tr> <td colspan="6"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text" value=""/> Sq. Ft. of Hot Tub/Whirlpool Bath </td> </tr> <tr> <td colspan="6"> <input type="checkbox"/> N/A <input type="checkbox"/> Uncovered (No Roof) <input type="checkbox"/> Covered (Full Roof) <input type="checkbox"/> Enclosed <input type="checkbox"/> Enclosed (insulated) </td> </tr> <tr> <td colspan="6"> Please provide details on the size and type of porch/deck(s) below (e.g. 300 sq. ft. deck and 200 sq. ft. covered porch) <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table> </td> </tr> </table>	<input type="checkbox"/> Oil	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Propane	<input type="checkbox"/> Geo-Thermal	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Forced Air <input type="checkbox"/> Radiant Electric <input type="checkbox"/> Hot Water <input type="checkbox"/> Gravity Furnace <input type="checkbox"/> Heat Pump <input type="checkbox"/> Airtight Stove <input type="checkbox"/> Pipeless Hot Air <input type="checkbox"/> Electric Baseboard <input type="checkbox"/> In-Floor Radiant <input type="checkbox"/> No Central Heating <input type="checkbox"/> Other: _____						<input type="checkbox"/> Yes <input type="checkbox"/> No						<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Other: _____						<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text" value=""/> Length (ft) <input type="text" value=""/> Width (ft) <input type="text" value=""/> Height (ft)						<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text" value=""/> Sq. Ft. of Hot Tub/Whirlpool Bath						<input type="checkbox"/> N/A <input type="checkbox"/> Uncovered (No Roof) <input type="checkbox"/> Covered (Full Roof) <input type="checkbox"/> Enclosed <input type="checkbox"/> Enclosed (insulated)						Please provide details on the size and type of porch/deck(s) below (e.g. 300 sq. ft. deck and 200 sq. ft. covered porch) <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>							
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Site Services																										
Water Sanitary Hydro Available Site Access Driveway/Parking	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Municipal</td> <td style="width: 33%;"><input type="checkbox"/> Private Well</td> <td style="width: 33%;"><input type="checkbox"/> Shared Well</td> <td style="width: 33%;"><input type="checkbox"/> Lake/River</td> <td style="width: 33%;"><input type="checkbox"/> Other: _____</td> </tr> <tr> <td><input type="checkbox"/> Municipal</td> <td><input type="checkbox"/> Septic Bed</td> <td colspan="3"><input type="checkbox"/> Holding Tank</td> </tr> <tr> <td colspan="5"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td colspan="5"> <input type="checkbox"/> Year Round <input type="checkbox"/> Seasonal <input type="checkbox"/> Private Road <input type="checkbox"/> Water <input type="checkbox"/> No Access <input type="checkbox"/> Other: _____ </td> </tr> <tr> <td colspan="5"> <input type="checkbox"/> Private <input type="checkbox"/> Shared <input type="checkbox"/> Rear Lane <input type="checkbox"/> Other: _____ </td> </tr> </table>	<input type="checkbox"/> Municipal	<input type="checkbox"/> Private Well	<input type="checkbox"/> Shared Well	<input type="checkbox"/> Lake/River	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Municipal	<input type="checkbox"/> Septic Bed	<input type="checkbox"/> Holding Tank			<input type="checkbox"/> Yes <input type="checkbox"/> No					<input type="checkbox"/> Year Round <input type="checkbox"/> Seasonal <input type="checkbox"/> Private Road <input type="checkbox"/> Water <input type="checkbox"/> No Access <input type="checkbox"/> Other: _____					<input type="checkbox"/> Private <input type="checkbox"/> Shared <input type="checkbox"/> Rear Lane <input type="checkbox"/> Other: _____				
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Section 4: Residential property data (continued)

Roll number

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Have there been any additions to the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No Addition Area <input style="width: 50px;" type="text"/> Sq.Ft. (Exterior) Addition Completion Date <input style="width: 100px;" type="text"/> (dd/mm/yyyy) Addition Storeys <input type="checkbox"/> 1 Storey <input type="checkbox"/> 2 Storeys <input type="checkbox"/> 3 Storeys			
Have there been any improvements or alterations to the property since it was constructed?	Interior Kitchen Modernization <input style="width: 100px;" type="text"/> Bathroom Modernization <input style="width: 100px;" type="text"/> Wiring Upgrade <input style="width: 100px;" type="text"/> New Heating System <input style="width: 100px;" type="text"/> Plumbing Upgrade <input style="width: 100px;" type="text"/> Structural Changes <input style="width: 100px;" type="text"/> Other: <input style="width: 100px;" type="text"/>	Completion Year <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/>	Exterior Exterior Cladding <input style="width: 100px;" type="text"/> Roof Surface <input style="width: 100px;" type="text"/> New Windows <input style="width: 100px;" type="text"/> Foundation <input style="width: 100px;" type="text"/> Other: <input style="width: 100px;" type="text"/>	Completion Year <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/>

Building Permits

Have you been approved for a building permit for a new structure or a demolition in the last 3 years?

Yes No (if Yes, please provide details and completion date below)

Comments and/or Secondary Structure information

Please list any secondary structures (i.e. garages, sheds, in-ground pool) and include additional information relevant to the property.

Section 5: Signature of owner

X	Date (dd/mm/yyyy)
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Section 6: Representative information

If you would like someone else to act for you while we reconsider the value of your property, please complete this section by indicating their name below and providing a Letter of Authorization. You may also use the [Representative Authorization Form](#) available at mpac.ca, or by calling us at 1 866 296-6722.

Name Representative (Last Name, First Name)	LSUC License Number	Telephone

A representative may act on behalf of a property owner. There have been recent changes to the [Law Society Act](#) with respect to the requirements of who can act as a representative for a property owner. If you are not the owner of the property, you must also supply a Letter of Authorization endorsed by the property owner stating that you are representing the owner in this matter. Persons approved by the Law Society of Upper Canada to practice law or provide legal services in Ontario do not require Letters of Authorization.



IMPORTANT INFORMATION

MPAC is responsible for accurately assessing and classifying all properties in Ontario in accordance with the *Assessment Act* and regulations established by the Ontario Government. If you feel that your property assessment is not a reasonable reflection of your property's value and/or classification as of January 1, 2012, you can ask us to review them by completing this form using a black pen and sending it to us. This review is free of charge.

The deadline to submit a Request for Reconsideration for the 2015 tax year is March 31, 2015.

If we need more information from you to complete the review, we will contact you. When the review is complete, we will send you a letter containing the results of the review.

If you need any help in completing this form or have any accessibility needs, please contact us at 1 866 296-MPAC (6722) or 1 877 889-MPAC (6722) TTY.

The information on this Request for Reconsideration (RFR) form is collected under the authority of the [Assessment Act](#) and will be used for the purpose of reconsidering your property assessment. Please note that if your RFR is in regard to eligibility for the farm property class, managed forest tax incentive program, or the conservation land tax incentive program, your request must be dealt with by the Ministry of Agriculture, Food and Rural Affairs, or the Ministry of Natural Resources and Forestry in accordance with Ontario Regulation 282/98; and, by filing your RFR with MPAC, you authorize MPAC to transfer your request to the appropriate Ministry for this purpose. If you have any questions in respect to this collection or the RFR process, please contact MPAC at PO Box 9808, Toronto ON M1S 5T9, tel. 1-866-296-6722.

Your privacy is protected under the [Municipal Freedom of Information and Protection of Privacy Act](#).

How MPAC Reviews your Assessed Value

When we review your property's assessed value, we look at the information you provide with your request and the information we have in our files including:

- Details of your property such as the size of your lot;
- The size, type, condition and age of any buildings that may be on the property; and,
- Depreciation, nuisances or any other factors that could have an impact on the current value of your property.

We also compare your property's assessed value with sales and values of similar properties in the area.

How to file an Appeal with the Assessment Review Board (ARB)

You may also file an Appeal with the ARB, an independent tribunal of the Ontario Ministry of the Attorney General. There are specific application forms and fees involved. If your property, or a portion of it, is classified as residential, farm or managed forest, you must first file a Request for Reconsideration with MPAC before you are eligible to file an Appeal with the ARB. **The deadline to file an Appeal with the ARB is 90 days from the date of MPAC's written decision.**

You can find more information including forms, fees and how to file an Appeal online at arb.gov.on.ca

Returning your completed form

The preferred method of returning your completed form is through aboutmyproperty.ca. Your login information is included on your Property Assessment Notice. Through this website, you can learn more about how your property was assessed and compare your property with others in your neighbourhood.

You may also return your completed form by:

Website: mpac.ca [Contact Us](#)

Fax: 1 866 297-6703

Mail: MPAC, PO Box 9808, Toronto ON M1S 5T9