

## 2018 Tax Year

### Section 1: About your property

Roll Number (see page 1 of your Property Assessment Notice)

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Property Address		
Municipality		
Owner 1 (Last Name, First Name)		Owner 2 (Last Name, First Name)
Company Name (if applicable)		Position/Title (if applicable)
Home Phone Number	Alternate Phone Number	Email Address

Tell us if we should send follow-up information about your RfR to a different mailing address than the property address:

Mailing Address

What is your property's value on January 1, 2016?  
(Top of page 1 of Property Assessment Notice or  
Amended Property Assessment Notice)

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### Section 2: Why MPAC should reconsider your property's assessed value

In the box below, please tell us why you are asking MPAC to reconsider your property's assessed value. Include details to support your request. Take as much space as you need or use a second sheet of paper if you are not completing this form online.

### Section 3: Your supporting documentation

Please tell us if you are including any documents or photographs with your RfR to support your request.

Photos of this property

Assessed value of similar properties

Other documents, such  
as municipal zoning records

Photos of similar properties

Information supporting property  
tax exemption under Section 3  
of the Assessment Act

Sale information for this property  
and other similar properties

## Section 4: Signature of owner

X	Date (dd/mm/yyyy)
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The personal information that you provide is collected by MPAC under the authority of sections 10, 11, 14, 15, 16 and 16.1 of the *Assessment Act*. Pursuant to MPAC's statutory obligations, your personal information will be used primarily for property valuation and assessment purposes, but will also be used for municipal and school board planning purposes, preparation of the Preliminary List of Electors which is used by municipalities and school boards to create the final Voters' Lists used for election purposes, preparation of jury lists and population reports. In addition, MPAC may use your information to obtain feedback, conduct surveys and enhance the aforementioned program delivery. If you have questions regarding this collection, please contact an MPAC Customer Service Representative at 1 866 296-6722 or by TTY at 1 877 889-6722 or by mail to MPAC, PO Box 9808, Toronto ON M1S 5T9.

MPAC takes privacy very seriously and we are committed to the protection of your personal information under the *Municipal Freedom of Information and Protection of Privacy Act*. MPAC will only access, use and disclose your personal information with your consent or where it is permitted or required by law.

## Section 5: Representative information

If you would like someone else to act for you while we review your Request for Reconsideration, please complete this section and provide a Letter of Authorization for that person. You may also use the Representative Authorization Form. It is available at [mpac.ca](http://mpac.ca) or by calling us at 1 866 296-6722.

Please note that the *Law Society Act* specifies who can act as a representative for a property owner. Persons approved by the Law Society of Upper Canada to practice law or provide legal services in Ontario do not require Letters of Authorization.

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

## Appealing to the Assessment Review Board (ARB)

You may also file an appeal of MPAC's assessment with the ARB. The ARB is an independent tribunal (decision-making body) of the Ontario Ministry of the Attorney General.

Please note that if your property, or a portion of it, is classified as residential, farm or managed forests, you must file an RfR with MPAC, and MPAC must make a decision, before you are eligible to appeal to the ARB.

**There is a time limit to submit an appeal to the ARB. It starts on the date that MPAC issues the results of your RfR, and ends after 90 days. The deadline for submitting an appeal to the ARB will be in the letter that MPAC sends you with the results of the RfR review.** You can find more information about how to file an appeal, including forms and fees, at [elto.gov.on.ca/arb](http://elto.gov.on.ca/arb).