



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

AboutMyProperty™

User Guide

Printed: June 2012

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AboutMyProperty™

MPAC has designed an online application called AboutMyProperty™ for customers who want to compare their property assessment with others in their neighbourhood or municipality. It allows for the property owner to gain a better understanding of their property assessment. AboutMyProperty™ is a secure, online self-service application that provides MPAC's customers with access to property assessment information. Through this service a property owner can access property assessment information, site information, and recent sales information on their property and other properties in the neighbourhood – free of charge.

Information on AboutMyProperty™

Property owners can view detailed information that MPAC has on file for their property as well as a snapshot of data such as site information, lot size, recent sales and the Current Value Assessment on up to 100 properties in Ontario. This is done by using an interactive map or an address search.

They can view more detailed information on up to 24 properties of Interest of their choosing from the chosen 100 properties. The customized report will give detailed information about their property and the chosen properties so that they can compare the information.

Accessing AboutMyProperty™

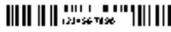
Any residential property owner in the province of Ontario can visit www.aboutmyproperty.ca and access AboutMyProperty™. It is also available through www.mpac.ca.

Registration

Each property will have its own Roll Number and Access Key found in the bottom right hand corner of the Property Assessment Notice . Also, the property owner can call the Customer Contact Centre at 1-866-296-MPAC (6722) to speak to a Customer Service Representative to receive their Roll Number and Access Key.



Page 1 of 1
Property Assessment Notice
AVIS D'ÉVALUATION FONCIÈRE
for the 2013-2016 property tax years



SHIRLEY JACOB
SHIRLEY ELIZABETH
200 SOME STREET
ANYWHERE ON H4K 1B3

Questions?
Please include your roll number with your enquiry.
Call 1 866 296-MPAC (6722)
1 877 888-MPAC (6722) TTY
Monday to Friday - 8 a.m. to 6 p.m.
Extended Hours
September 4 to November 9, 2012
Monday to Friday - 8 a.m. to 6 p.m.
Web: www.mpac.ca
Fax: 1 866 296-6703
Write: P.O. Box 9808 Toronto, ON M1S 1T9
Extended local office hours
Visit: Suite 170, Office Centre
Cohawa Centre, Cohawa
September 17 to October 12, 2012
Monday to Friday - 8 a.m. to 6 p.m.
If you have any accessibility needs, please contact MPAC for assistance.

This Property Assessment Notice is not a property tax bill.

The assessed value of your property is used as the base for calculating your property taxes. MPAC's role is to accurately value residential properties in Ontario. Your municipal/local taxing authority is responsible for setting property tax rates. An assessment increase does not necessarily mean your property taxes will increase. For questions about your property taxes, contact your municipal/local taxing authority. To learn how MPAC assesses properties or for details about the Reconsideration and Appeal process, see the enclosed insert. The deadline for a Request for Reconsideration with MPAC for the 2013 tax year is April 1, 2013. For the tax years 2014-2016, the deadline for filing is March 31 of the tax year. Please keep a copy of this Notice for your records.

Roll number 12 34 567 899 1234E 1234
Property location and description 200 SOME STREET
CON UP PLOTS 9, 10 & 11
ALL LOTS 1, 12 & 14 (REG)
Municipality/Local taxing authority MERRISON TOWNSHIP

Assessed values of your property
Property classification Residential
Your property's value as of January 1, 2012 \$220,000
Your property's value as of January 1, 2008 \$180,000
Over this 4-year period, your property's value changed by \$40,000

Under the Assessment Act, an increase in assessed value between January 1, 2008 and January 1, 2012 is phased in over four years from 2013 to 2016. Assuming your property characteristics stay the same, your property assessment will change by \$10,000 each year.

TAX YEAR	PLASSED ASSESSMENT
2013	\$ 190,000
2014	\$ 200,000
2015	\$ 210,000
2016	\$ 220,000

School support
Municipal support \$190,000
English Public

Property summary
Property type Single Family Dwelling
Property information
Footage: 50.00 feet
Depth: 15.00 feet
Lot area: 7,500.00 square feet
Building - exterior square footage 2,000 square feet
Year of construction 1998

2013 Property tax year
Your phased-in assessment has changed by \$10,000 since the 2012 property tax year.
The average phased-in assessment of residential properties in your municipal/local taxing authority changed by \$10,000 at time of printing since the 2012 property tax year.

To see a profile for your property and compare your property with similar properties in your area free-of-charge, visit AboutMyProperty™ at www.aboutmyproperty.ca
To register for your account, please enter:
Roll number: 99 99 999 999 99999
Access key: 8888 8888 8888
Or call MPAC at 1 866 296-MPAC (6722)

The Assessment Act and the regulations passed or amended under the Assessment Act.
The assessment is based on the facts of the Assessment Act.

Information is valid only on the day, year

To see a profile for your property and compare your property with similar properties in your area free-of-charge, visit **AboutMyProperty™** at www.aboutmyproperty.ca

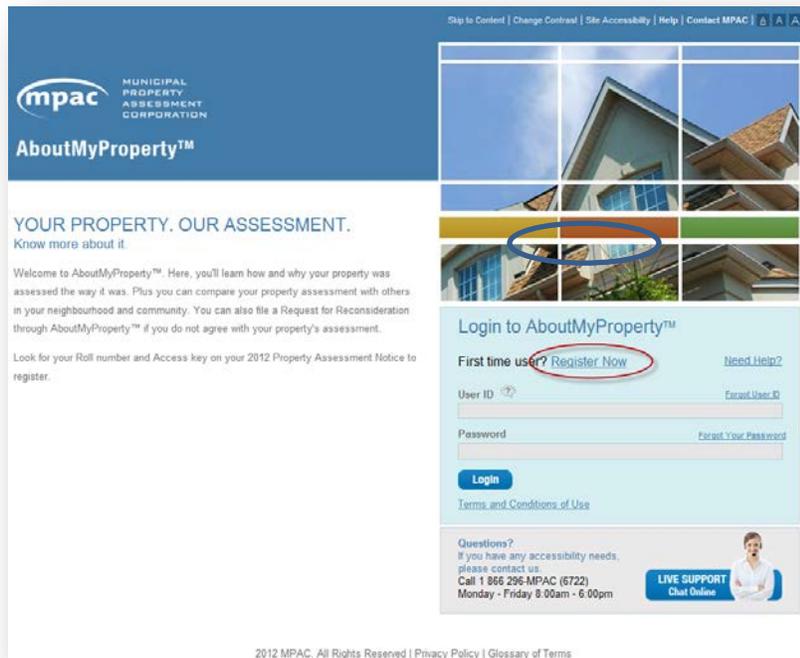
To register for your account, please enter:

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Access key: 8888 8888 8888

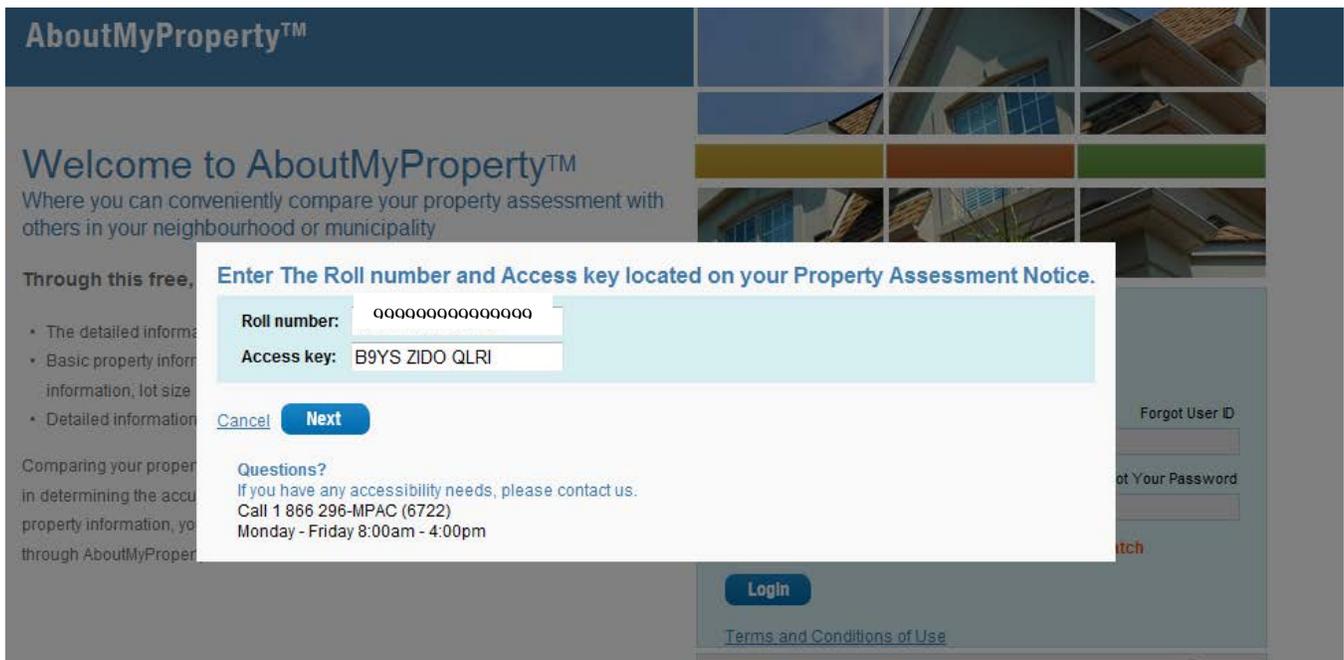
Or call MPAC at 1 866 296-MPAC (6722)



- Click on Register Now



- Enter Roll Number and Access Key.



On the first login, the user will be required to fill out a profile.



Customize Your Profile

Your Property:

81 RP 13R6669 PT PART 16

If you own more than one property, you will be able to add them to your profile after your account has been created. Simply click on 'My Profile' in the main menu at the top of the screen and select 'Add New Property'.

Kindly complete the following sections. Click on "UPDATE" to proceed.

Please complete the missing information

Name:

*STEP 1: Choose your User I.D and Password

User ID:

Password:

Re-Type Password:

*STEP 2: Security Question

Challenge Question:

Challenge Response:

*STEP 3: Add your email address

Email:

Confirm Email:

Questions?

If you have any accessibility needs, please contact us.

Call 1 866 296-MPAC (6722)

Monday - Friday 8:00am - 6:00pm

Update 

[Cancel](#)



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

- Acceptance of Terms and Conditions of Use is mandatory on first login.

 Print

Terms and Conditions of Use of MPAC Data

1. The property assessment data furnished to you by MPAC whether owned by MPAC or a supplier to MPAC, including any visual portrayal of such data, ("MPAC Data") is to be used only to assist you in determining whether your assessment for the relevant assessment year is accurate.
2. The password provided to you by MPAC, any new password you create subsequently and MPAC Data shall not be shared, assigned, sold, transferred or otherwise made available to any third party except to a person who you authorize to use any such password and access MPAC Data for the purpose set out herein ("your agent"), provided you receive your agent's prior written agreement to comply with these terms and conditions.
3. MPAC Data shall not be made publicly available except in the context of any appeal of your property assessment launched pursuant to the provisions of the Assessment Act. MPAC reserves the right to vary any of the MPAC Data or to use other information in any such appeal process.
4. MPAC represents that MPAC and its suppliers have title to, own, or otherwise have intellectual property

I have read and agree to the above Terms & Conditions of Use Agreement

[Next](#) [Cancel](#)

Questions?
If you have any accessibility needs, please contact us.
Call 1 866 296-MPAC (6722)
Monday - Friday 8:00am - 4:00pm

MUNICIPAL PROPERTY ASSESSMENT CORPORATION

My Profile

Owners who own more than one property can have a single login.

Example:

Residential property owner can include the cottage and vacant land he/she owns

A company like Shell Canada can add 100s of properties owned across the province

- Click on My Profile
- Click 'Add New Property'
- Enter Roll Number and Access key for new property
- Click 'Add'

The screenshot shows the MPAC website interface. At the top, there is a navigation bar with the MPAC logo, a 'BETA' badge, and links for 'Skip to Content', 'Change Contrast', 'Site Accessibility', 'Home', 'My Profile', 'Help', 'Contact MPAC', and 'Sign Out'. Below the navigation bar are four main menu items: 'My MPAC', 'My Notice (0 Item(s))', 'My Property (\$115,000)', and 'My Neighbourhood'. The 'My Profile' section is active, displaying 'General Account Settings' with a 'Change' button. The settings include Name, User ID, Password, Security Question (In which city or town was your first job?), Security Response (Windsor), and Email (julie.vandongen@mpac.ca). Below the settings is the 'Your Property List' section, which includes a search bar and a table of properties. The 'Add New Property' button is circled in red.

Roll Number	Address	City	Select/Remove	GRAD
37.39.010.010.06700	864 DAWSON RD	WINDSOR CITY	View / Remove	GRAD

The screenshot shows a modal form for adding a new property. It has a title bar with a close button (X). The form contains two input fields: 'Roll Number:' and 'Access Key:'. Below the input fields is an 'Add' button. To the right of the modal, there is a blue 'Add New Property' button and a 'Select/Remove' button.



From the property listing in 'My Profile' the owner can either View or Remove any of the properties on the list. They can also generate a PDF copy of a property profile for any of their properties.

Your Property List ?

search... (enter at least 4 characters to search)

[Add New Property](#)

Roll Number	Address	City	Date Added	Select/Remove	GRAD	Report Last Generated
	CK RIVER Road	GEORGINA TOWN	2012-08-26	View Remove	GRAD	2012-08-29
	11 TOWNSGATE Drive	VAUGHAN CITY	2012-08-26	View Remove	GRAD	2012-08-29
	N OS LOT 11 TO 13 NBL	FRONTENAC ISLANDS TOWNSHIP	2012-08-26	View Remove	GRAD	-
	KING Street E	CORPORATION OF THE CITY OF KINGSTON	2012-08-26	View Remove	GRAD	-
	WILSON Street	CORPORATION OF THE CITY OF KINGSTON	2012-08-26	View Remove	GRAD	-

Page 1 of 2

View 1 - 5 of 6

My MPAC

The My MPAC tab gives the user an overview of the Ontario Property Assessment system. As well as links to other MPAC or assessment information

AboutMyProperty™

8/

My MPAC | **My Notice** (0 Item(s)) | **My Property** (\$115,000) | **My Neighbourhood**

My Home. My Community.

Key Points

- Who is MPAC?
- Phase-in Program
- Ontario's Property Assessment System
- What if I disagree with my property assessment?

Ontario's Property Assessment System

There are four main parts in Ontario's property assessment system:

Provincial Government

Passes legislation, sets property tax policies and sets education tax rates

MPAC

Establishes current value assessments and classifications for all properties in Ontario

Municipalities

Determine their revenue requirements, set municipal tax rates, and collect property taxes

Assessment Review Board

Independent tribunal that is part of the Environment and Land Tribunals Ontario cluster which reports to the Ontario Ministry of the Attorney General and hears assessment appeals from property taxpayers

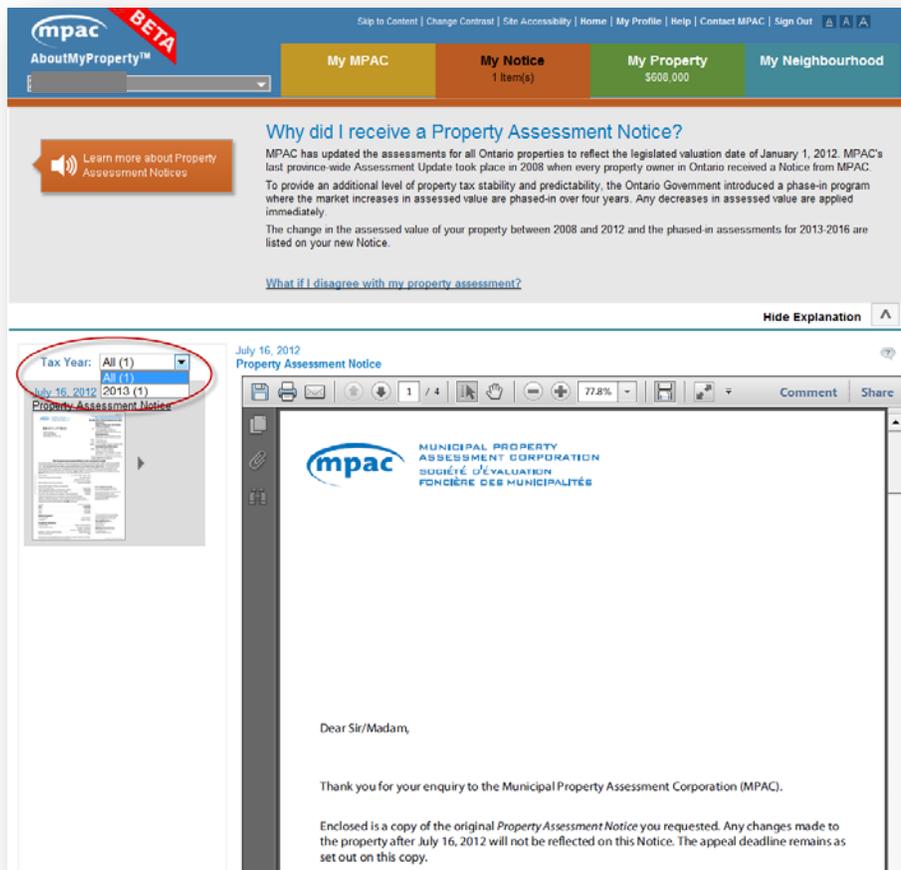
[Print](#)



My Notices

Under the My Notices tab property owners will be able to view and print any notices that have been mailed to them commencing with the 2013 Property Assessment Notices (PAN) and all other Notices generated subsequently.

The user will be able to select the tax year of the desired notice.



The screenshot shows the MPAC website interface. At the top, there is a navigation bar with the MPAC logo and a 'BETA' badge. Below the navigation bar, there are four tabs: 'My MPAC', 'My Notice' (with '1 Item(s)'), 'My Property' (with '\$600,000'), and 'My Neighbourhood'. A 'Learn more about Property Assessment Notices' button is visible on the left. The main content area is titled 'Why did I receive a Property Assessment Notice?' and contains explanatory text about the 2008 assessment update and the 2013-2016 phased-in program. Below this, there is a 'Hide Explanation' button. The 'My Notice' section shows a 'Tax Year' dropdown menu with 'All (1)' selected, and a list of notices for 'July 16, 2012 (2013 (1))'. The selected notice is displayed in a viewer, showing the MPAC logo and the text: 'Dear Sir/Madam, Thank you for your enquiry to the Municipal Property Assessment Corporation (MPAC). Enclosed is a copy of the original Property Assessment Notice you requested. Any changes made to the property after July 16, 2012 will not be reflected on this Notice. The appeal deadline remains as set out on this copy.'

NOTE: Property Assessment Change Notices (PACNs) and Post Roll Assessment Notices (PRANS) for 2012 tax year will not be available to the property owners in AMP and RfRs will not be able to be filed online through AMP for the 2012 tax year PACNs and PRANS. However RfR forms are available at mpac.ca and submitted by mail. All PACNs and PRANS for tax year 2013 onwards will be made available in AMP as and when they are generated.



My Property

Upon entering AboutMyProperty™ the property owner will be able to access the 'My Property' tab.

The screenshot displays the 'My Property' interface. At the top, a navigation bar includes 'My MPAC', 'My Notice', 'My Property' (selected), and 'My Neighbourhood'. Below this, a section titled 'My Property - Residential Single Family Home' provides an overview of the assessment process. The main content area is divided into several parts:

- a:** 'My Property Profile Report' with expandable sections for Property Information, Valuation, and other details.
- b:** A confirmation box asking 'Is this information correct?' with 'Yes' and 'No' options.
- c:** A map showing the property location with a data popup containing details like Property Code, Year Built, and Current Value Assessed.
- d:** A link to 'Request for Reconsideration' information.
- e:** An 'Open/Print' button for the profile report.

This tab has the following functions:

- Under the title 'My Property Profile Report' is detailed information regarding the subject property. Each of the information headings can be expanded or collapse to show a little or a lot of information.
- If the information shown is incorrect then the property owner has the ability to submit changes for review by MPAC.
- A map showing the property.
- A link to Request for Reconsideration information.
- In order to print click on Open/Print



My Neighbourhood

Using the map, a property owner can access up to 100 property snapshots and up to 24 detailed property reports. They are able to view properties across their municipality but it should be noted that properties in their immediate area or neighbourhood are the best comparison when reviewing their assessment.

Sales:

MPAC provides sales information for properties in the area or surrounding area of the subject property. AboutMyProperty will display up to 15 sales. Under the sales heading the 'Map View' button will show a map with these sales highlighted.

Clicking on 'Report View' will show the characteristics of the chosen properties. Click 'Open/Print' to print a copy of this report.

NOTE: MPAC provided sales are available for residential property types.

My Properties of Interest:

If the property owner knows what properties they would like to view they can use the pan and zoom functions in the 'Map View' to help find the property and then click on the property. The single click will display the snapshot of data and offer them the option to add it to ribbon on top of the map.



Colour-coded legend defines various property



Clicking on 'Report View' will show the characteristics of the chosen properties. Click 'Open/Print' to print a copy of this report.

AboutMyProperty™
My MPAC
My Notice
0 Item(s)
My Property
\$115,000
My Neighbourhood

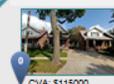
[Show Explanation](#)

Sales (0) [?](#)

[Map View](#) [Report View](#)

My Properties of Interest (3/24)

[Map View](#) [Report View](#)



CVA: \$115000



CVA: \$132000



CVA: \$115000



CVA: \$126000

My Properties of Interest Report [Open/Print](#)

Roll Number				
Street Number				
Street Name				
Legal Description				
Property Code and Description	301 - Single-family detached (not on water)			
Homogeneous Neighbourhood	D15	D15	D15	D15
Valuation				
Current Assessment Value	\$ 115000	\$ 132000	\$ 115000	\$ 126000
Returned Base Year	2008	2008	2008	2008
Sale				
Sale Date	1997 Sep	2001 Apr	1999 Nov	2009 Jul
Sale Amount	\$ 1	\$ 1	\$ 1	\$ 104000
Assessment To Sale Ratio	115000	0	0	0.825
Site				
Effective Frontage	35	35	35	35
Effective Depth	96	96	100	102
Effective Site Area	3570	3360	3720	3570
Site Area	3570	3570	0	3360
Structure				
Year Built	1924	1930	1924	1924

Add more properties or to make changes to this Report, click here to return to Map View.

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LIVE SUPPORT



