Municipal Property Assessment Corporation

MPAC

Province of Ontario

SPECTRA COMPUTER SERVICES LTD.

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If you are interested in licensing this additional module, please contact Spectra Marketing via email to SpectraSales@Realpage.com or by phone to 1-800-731-8668.

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OVERVIEW OF MPAC PROPERTY FORMS:

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing all property in Ontario for purposes of municipal taxation. Prior to 2016, property managers/owners could submit financial statements and rent rolls. However, beginning in 2017 use of the paper-based Tenant Information Program has been replaced by a new online tool called the Property Income and Expense Return, You may also file your information via Business to Business (B2B) data transfer using Spectra's MPAC module.

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Options for filing your assessment information are:

- Enter the information directly onto MPAC's forms on their website
- Use Spectra's MPAC module to create the information to be manually copied onto MPAC's forms, or
- Use Spectra's MPAC module to create the information to be uploaded to MPAC's Internet website.

Abbreviations used:

CRD**Error! Bookmark not defined.** – Commercial Request Data Information
IRD**Error! Bookmark not defined.** – Industrial Request Data Information
ARD – Apartment Request Data information
PIE**Error! Bookmark not defined.** – Property Income & Expense Questionnaire

Reports to be submitted:

Commercial CRD**Error! Bookmark not defined.** – Commercial Request Data Information
PIE – Property Income & Expense Questionnaire

Residential ARD – Apartment Request Data information
PIE – Property Income & Expense Questionnaire

Industrial IRD**Error! Bookmark not defined.** – Industrial Request Data Information
PIE – Property Income & Expense Questionnaire

Multi-use CRD**Error! Bookmark not defined.** – Commercial Request Data Information **Error! Bookmark not defined.**
ARD – Apartment Request Data information
PIE – Property Income & Expense Questionnaire

Display Settings:

It is preferable to modify your screen settings**Error! Bookmark not defined.** to be 1024 x 768 pixels. Certain screens will display better if you do. Go to the Windows Start button – Settings – Control Panel – Display – Settings.

Questions:

If you have any questions about these forms, please contact MPAC directly by calling 1 (866) 296-6722.

SPECTRA MPAC Setup Instructions

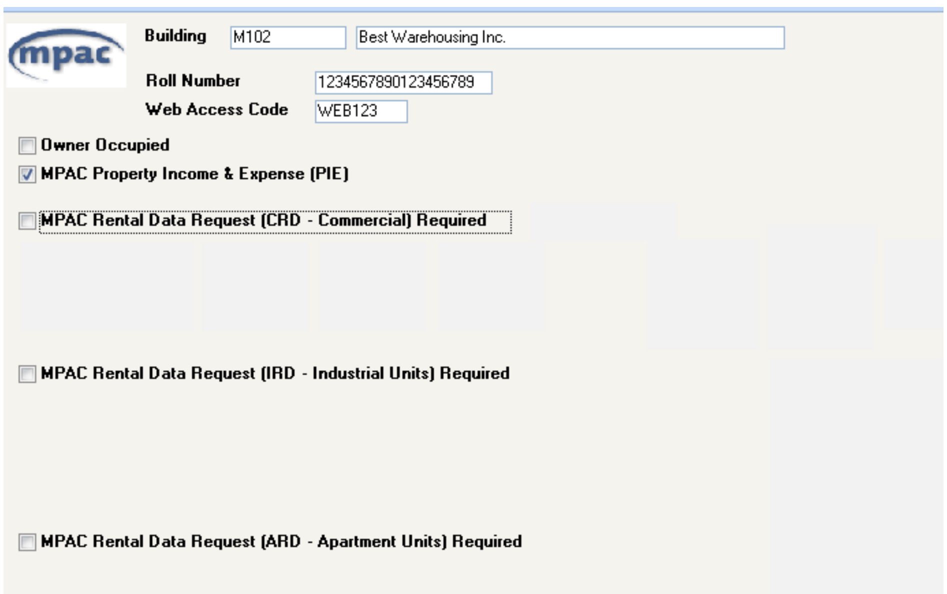
For each building, print off the following *SPECTRA* reports **before** setting up your MPAC data:

- Building – Reports – Rent Reports – Rent Roll
- Building – Reports – Parking /Other Spaces
- Building – Reports – General Ledger – G/L Chart of Accounts
- Building – Reports – Financial Statements – Financial Statements–Fiscal – Income Statement for last Fiscal Year.

Building & Unit Information

MPAC Control

Find – Buildings – Accounting – MPAC Control tab.



Roll Number Enter the 19-digit Property Tax Roll Number for this building

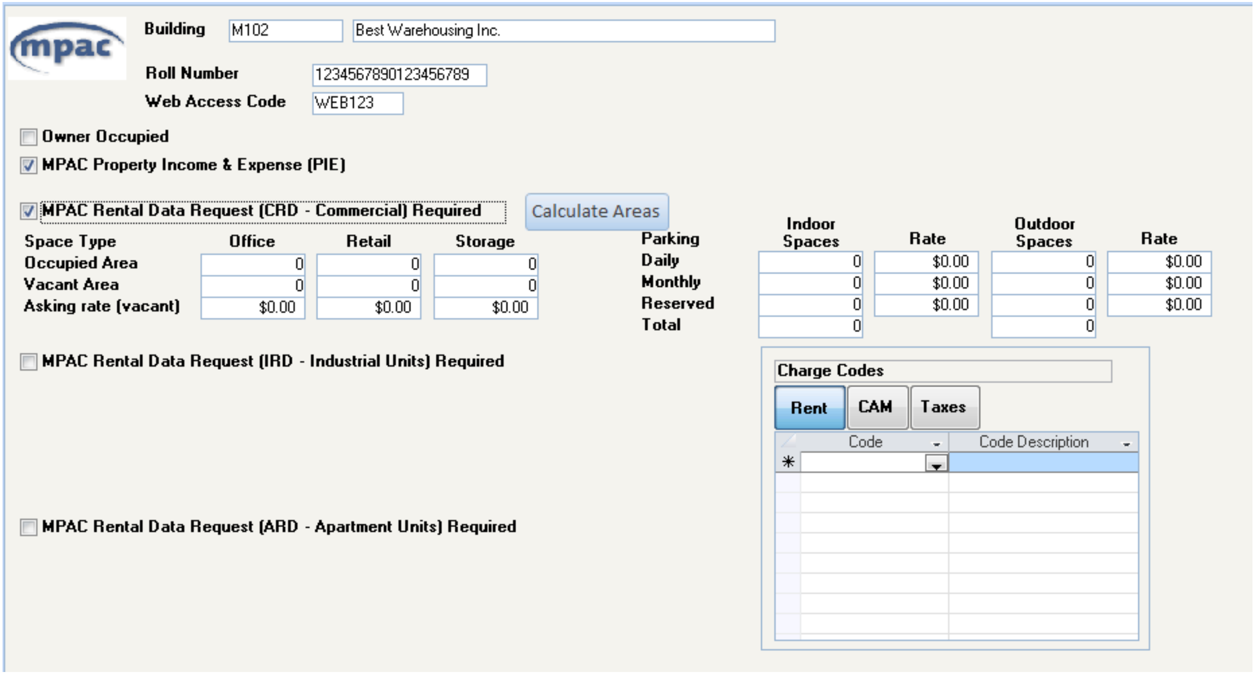
Web Access Code Enter the code assigned to this building by MPAC. This code is mandatory. If you leave this field blank, you will not be able to Create, Review, Edit or Upload the MPAC Forms on the Building – Start a Task – MPAC Processing menu.

Owner Occupied Select if this property is occupied by the owner.

MPAC Property Income & Expense (PIE)
Select – all properties are required to submit a property Income & Expense.

Then select the data request form according to the property type.

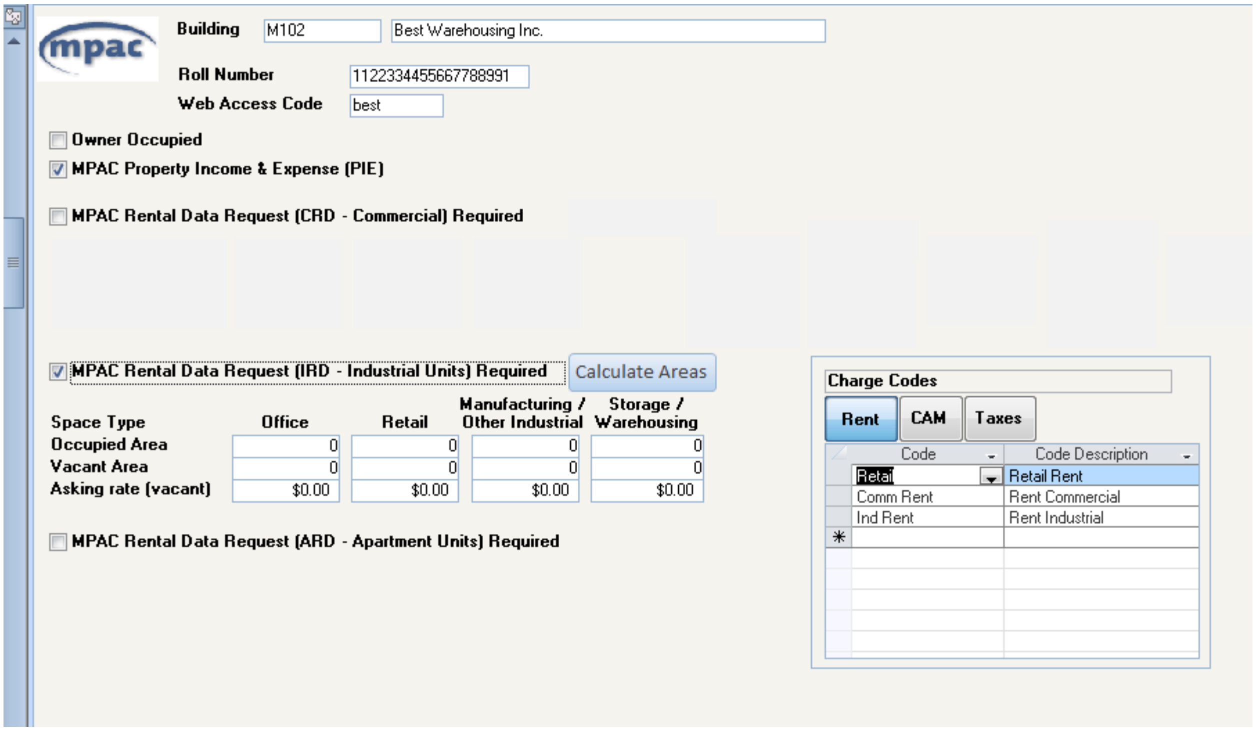
CRD – Commercial



Space Type	Do not fill this out at initial setup.
Parking	Refer to your Rent Roll or Parking report and fill out accordingly for your regular tenants.
Charge Codes	Refer to the Rent Roll or print this building's Rent Roll (Building – Reports – Rent Reports – Rent Roll) to see a summary of all tenant charges billed on a monthly basis. Then, be sure to set up each charge code somewhere in this section or the Parking charges. Select the Regular Charge codes in use Rent, CAM and Taxes(realty taxes) for this building to be included in each of these headings.

When all fields are entered, click on the Save button on the toolbar and then click on the MPAC XRef tab to proceed to the next step.

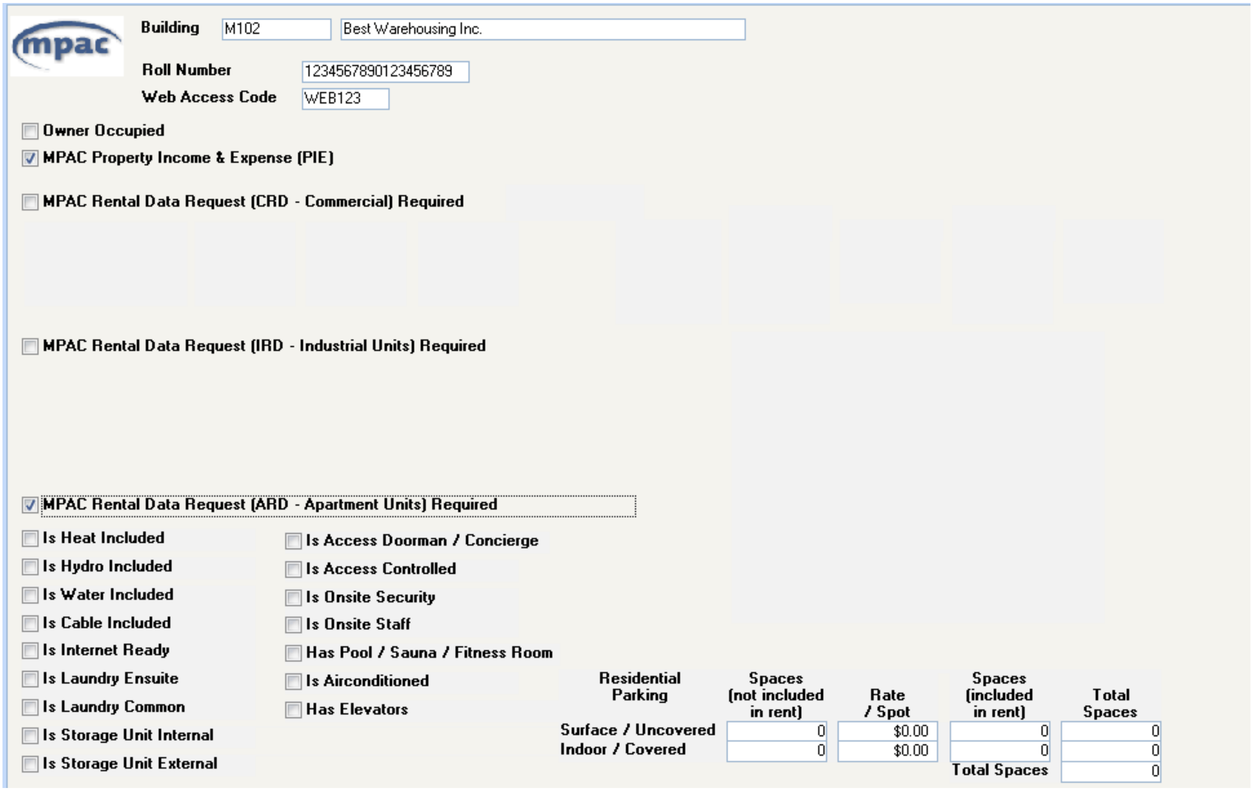
IRD – Industrial



Space Type	Do not fill this out at initial setup.
Charge Codes	Refer to the Rent Roll or print this building's Rent Roll (Building – Reports – Rent Reports – Rent Roll) to see a summary of all tenant charges billed on a monthly basis. Then, be sure to set up each charge code somewhere in this section .
	Select the Regular Charge codes in use Rent, CAM and Taxes (realty taxes) for this building to be included in each of these headings.

When all fields are entered, click on the Save button on the toolbar and then click on the MPAC XRef tab to proceed to the next step.

ARD - Apartment



Check off all services that are supplied for **all** units. You will have the option to enter specific services for different units when setting up the Unit information.

Residential Parking - Refer to your Rent Roll or Parking report and fill out accordingly for your regular tenants. Note: The MPAC module will not pick up parking charges for Parking Only or A/R Only Tenants.

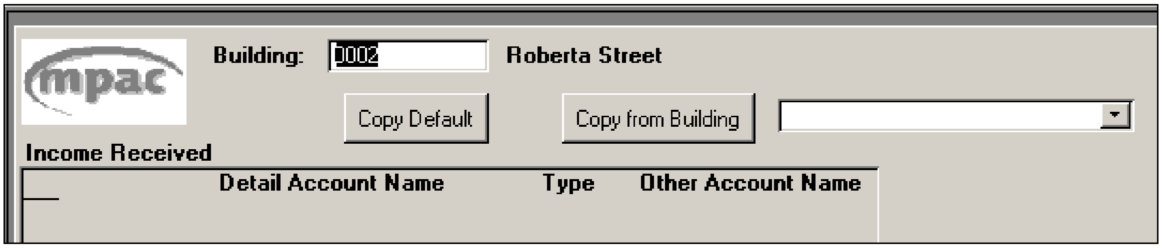
When all fields are entered, click on the Save button on the toolbar and then click on the MPAC XRef tab to proceed to the next step.

MPAC X-Ref

If you previously had this setup for your properties please note that there is a new line "Billboard" at the bottom of the income section.

Refer to the Chart of Accounts or go to the Building – Reports – General Ledger – G/L Chart of Accounts, and print out the chart of accounts for this building. The purpose of the X-Ref screen is to classify all revenue and expenses to match MPAC's requirements for the PIE Questionnaire.

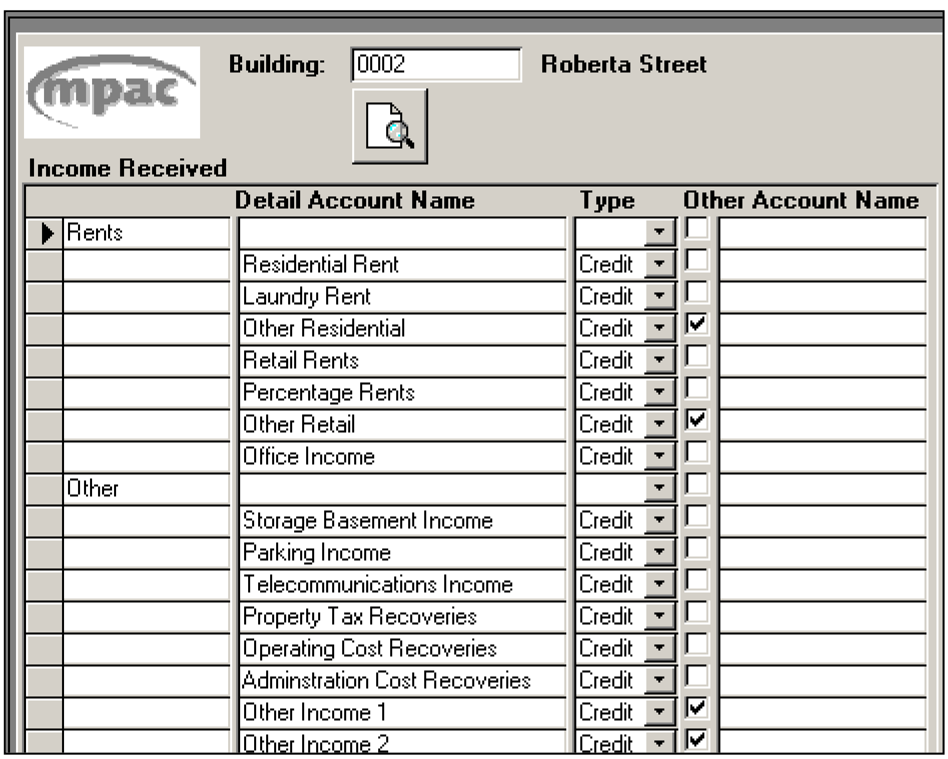
Find – Buildings – Accounting - MPAC X-Ref tab.



For your first building, click on the "Copy Default" button. This will create a predefined list of Income, Income Loss, Expenses, and Capital Cost items for which you must now link to your chart of accounts.

Other Account Name
In the Income Received section for any detail lines with the "Other" box ticked, you must enter your own account description in the Other Account Name even if the account is not used.

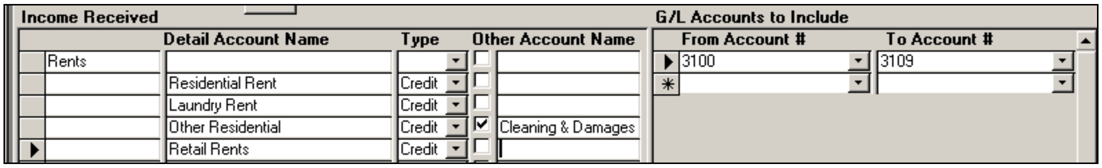
For the Capital Cost Summary section if you will be using a line item that has the "Other" box ticked you must enter a description in the Account Name field. If you have entered a description then you must enter an amount and year.



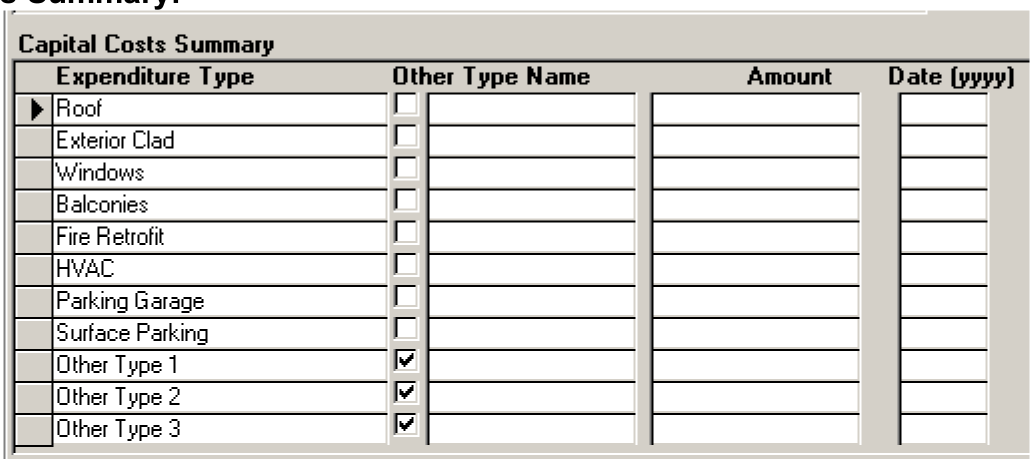
For your second building, if it uses the same chart of accounts, select the Building name from the dropdown box, and then click on the Copy from Building button. Otherwise, copy the Default and link this to your second building's chart of accounts. Please note that the account "Type" and the "Other" column cannot be changed.

Linking Accounts

Clicking in the “Other Account Name field will bring up the “G/L Accounts to Include” in that Account Name. This can be one account number (enter in both the From and To fields) or a range of accounts or multiple lines of account numbers or ranges. You may key the account numbers in or select from the dropdown box.

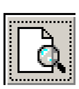


Capital Costs Summary:



If you replaced the roof in 2014 for a cost of $50,000, enter $50,000 in the Amount column and 2014 in the Date (yyyy) field. If you made a Capital Cost addition in the current year of $5,000, enter $5,000 in the Amount column and the year (YYYY) in the Date field. MPAC will retain the original information, and each year you enter **additions** only. Using this example, the current year’s form would show only the $5,000 and the year in YYYY format on the Roof line.

If you had no capital costs in the current year for any category, enter the last major addition and the year. Enter the year in YYYY format and do not leave this field blank if you have entered an amount.



When you have specified all your income and expense GL account numbers, click on the Preview Report button at the top of the screen to preview the account numbers chosen for each account description. Print this report out from the Preview screen to compare with your GL Chart of Accounts. This is important if you have copied from another building, as the chart of accounts may not be exactly the same.

Unit Information – MPAC Control

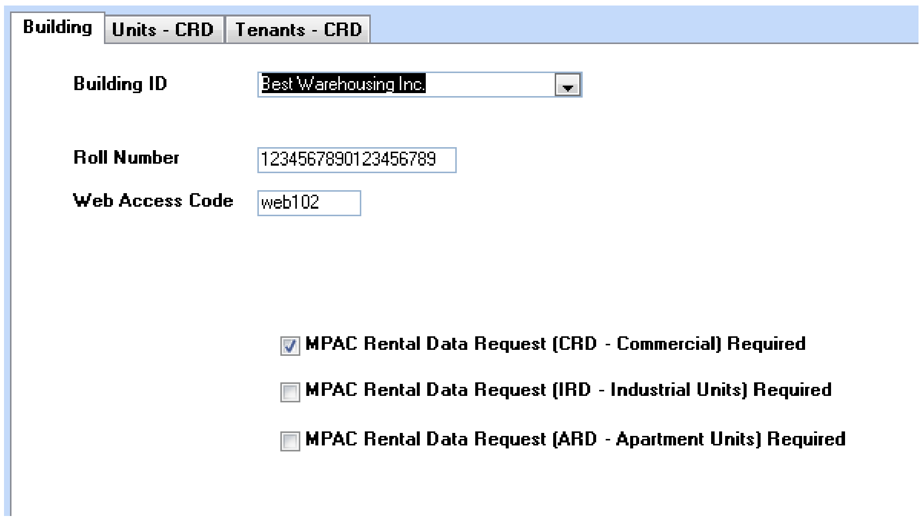
MPAC Unit information can be entered through **Building – Start a Task – MPAC Processing – MPAC Information – Rapid Setup** or Find – Buildings – Units – drill down on each individual unit Both entry methods are explained below.

MPAC Information – Rapid Setup - Units

Building – Start a Task – MPAC Processing – MPAC Information – Rapid Setup.

From this menu, select the building. Only buildings with a roll number will be in the dropdown list.

Make sure the correct form is being displayed. For example: for a commercial building the CRD as shown below.



MPAC Reporting Type: This should already be selected, if not select the reporting type.

Apartment Rental Data Request

Click on the Units-ARID tab.

To enter data in any of the fields, click anywhere or tab into the field or use your keyboard arrow keys (←↑→↓) to move about the worksheet, and click on the drop down box for a list of the available options to appear. Conversely, if you know the answer, you can just start to key it in and the system will finish the selection. E.g. Enter "O" for Office, and the system will complete the word

Form Required: Click the "Set Form Type for All Units" or select the "Form Required" on each detail line.

Suite Type: The field is mandatory. MPAC's options are: Bachelor, Jr One Bedroom, One, Two, Three, Four, Five or Over 5 Bedrooms, Commercial, Loft, Studio, Other and Penthouse. As these unit types do not directly match *SPECTRA*, you must choose one for each unit.

Unit Style: This field is mandatory. MPAC's options are: High Rise Multiple Res, Row Multiple Res and Walk up Multiple Res.

Is Unit Furnished? Check if unit is furnished by landlord and the amount allocated to this benefit is included in the monthly rental amount.

 # Baths? Number of bathrooms in this suite type. i.e. 1 or 2. Please note that if you enter 1.5 for baths the number will be rounded up to a whole number on the MPAC form and will appear as 2 baths

Den: Check if suite type has a den.

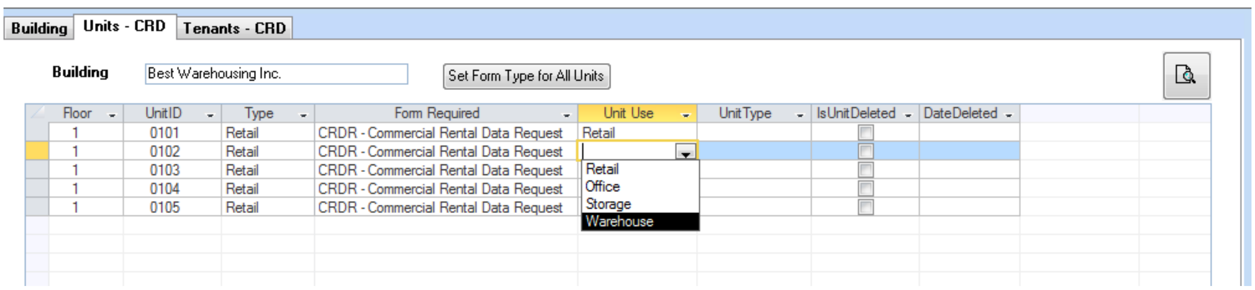
Is Unit Deleted? If the unit has been deleted enter a check mark and enter the date within the last 12 months that the unit was deleted (i.e. combined with another unit). A deleted unit will appear on MPAC's report for 12 months after the deleted date.

Commercial Buildings

To enter data in any of the fields, click anywhere or tab into the field or use your keyboard arrow keys (←↑→↓) to move about the worksheet, and click on the drop down box for a list of the available options to appear. Conversely, if you know the answer, you can just start to key it in and the system will finish the selection. E.g. Enter "O" for Office, and the system will complete the word

Click the Units - CRD tab

Form Required: Click the "Set Form Type for All Units" or select the "Form Required" on each detail line.



Complete all columns

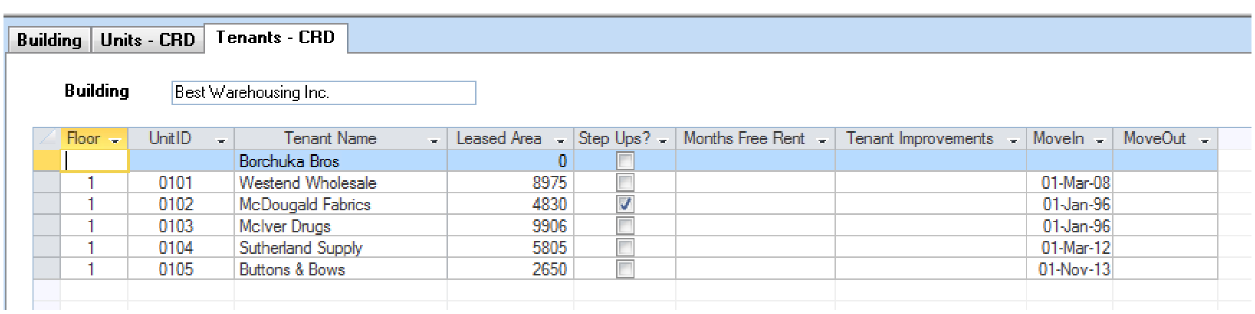
Unit Use: Drill down and select from the list of available uses.

Unit Type: Drill down and select from various types.

Is Unit Deleted? If unit is deleted click the checkbox to enter a checkmark.

Date Deleted: Enter the date within the last 12 months that the unit was deleted. A deleted unit will appear on MPAC's report for 12 months after the deleted date.

Next click the Tenants – CRD – tab



Note: A/R Only and Parking Only Tenants will appear on this Rapid Entry Tenant Screen, but they will not appear on the MPAC Review/Edit/Validate MPAC Forms. Nor will they be uploaded to MPAC.

Floor: If floor is blank enter the floor the unit is on.

Lease Negotiated: Enter the date the lease was negotiated. This is not a required field.

Tip ! You can copy and paste from the Lease Start date.

Lease Start: Populates from the tenant lease.

Lease End: Populates from the tenant lease.

Land Lease: Insert a checkmark if this lease represents land only.

%RentGrossSales: Enter any dollar amount billed to the tenant as Percent Rent charges.

Lease Type: Select one of the options:

(N) Net: no expenses included in base rent.

(G) Gross: all expenses are included in base rent.

(S) Semi-gross; some expenses included in base rent.

Leased area: Populates from the lease. For Billboards this is the measured display area.

Step Ups: Should be checked if there are rental increases within the term of the lease.

Months Free Rent: Enter the number of months the tenant had free rent.

Tenant Improvements: Enter the cost incurred by a landlord to bring the unit to a turnkey finish. Enter as $/sq.ft.

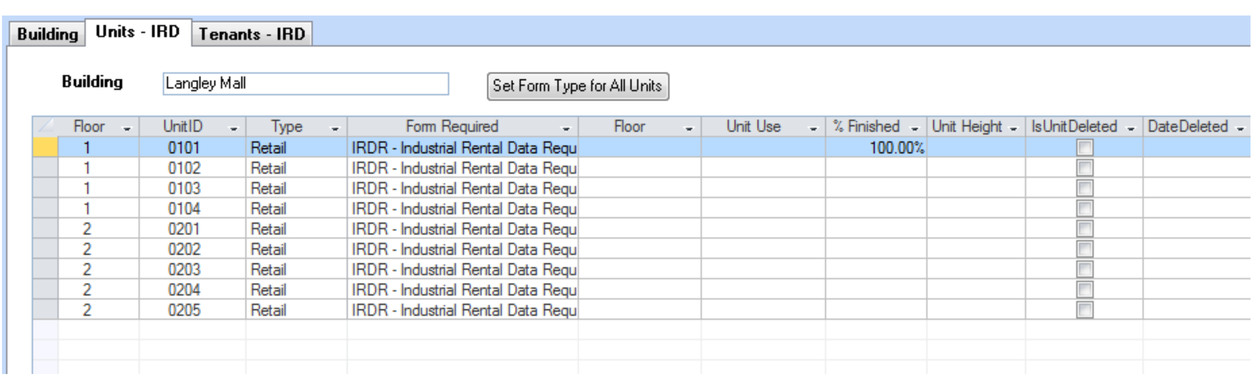
Move In: Will default to the lease move in date.

Move Out: Will default to the lease move out date.

Industrial Buildings

To enter data in any of the fields, click anywhere or tab into the field or use your keyboard arrow keys (←↑→↓) to move about the worksheet, and click on the drop down box for a list of the available options to appear. Conversely, if you know the answer, you can just start to key it in and the system will finish the selection. E.g. Enter “O” for Office, and the system will complete the word

Next click the Units - IRD tab



Floor	UnitID	Type	Form Required	Floor	Unit Use	% Finished	Unit Height	IsUnitDeleted	DateDeleted
1	0101	Retail	IRDR - Industrial Rental Data Requ			100.00%			
1	0102	Retail	IRDR - Industrial Rental Data Requ						
1	0103	Retail	IRDR - Industrial Rental Data Requ						
1	0104	Retail	IRDR - Industrial Rental Data Requ						
2	0201	Retail	IRDR - Industrial Rental Data Requ						
2	0202	Retail	IRDR - Industrial Rental Data Requ						
2	0203	Retail	IRDR - Industrial Rental Data Requ						
2	0204	Retail	IRDR - Industrial Rental Data Requ						
2	0205	Retail	IRDR - Industrial Rental Data Requ						

Complete all columns

Form Required: Click the “Set Form Type for All Units” or select the “Form Required” on each detail line.

Floor: Drill down and select from the MPAC list of available floors.

Unit Use: Drill down and select the unit use from the MPAC list use types.

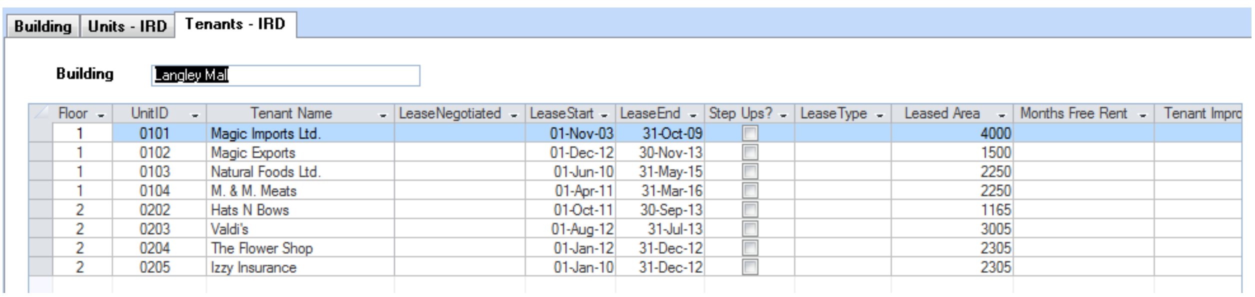
% Finished: This defaults to 100%, enter the percentage amount of the space that is finished.

Unit Height: Enter the unit clear height in feet.

Is Unit Deleted? If the unit has been deleted, click the checkbox.

Date Deleted: Enter the date within the last 12 months that the unit was deleted. A deleted unit will appear on MPAC’s report for 12 months after the deleted date.

Next click the Tenants – IRD – tab



Floor	UnitID	Tenant Name	LeaseNegotiated	LeaseStart	LeaseEnd	Step Ups?	LeaseType	Leased Area	Months Free Rent	Tenant Impro
1	0101	Magic Imports Ltd.		01-Nov-03	31-Oct-09	☐		4000		
1	0102	Magic Exports		01-Dec-12	30-Nov-13	☐		1500		
1	0103	Natural Foods Ltd.		01-Jun-10	31-May-15	☐		2250		
1	0104	M. & M. Meats		01-Apr-11	31-Mar-16	☐		2250		
2	0202	Hats N Bows		01-Oct-11	30-Sep-13	☐		1165		
2	0203	Valdi's		01-Aug-12	31-Jul-13	☐		3005		
2	0204	The Flower Shop		01-Jan-12	31-Dec-12	☐		2305		
2	0205	Izzy Insurance		01-Jan-10	31-Dec-12	☐		2305		

Note: A/R Only and Parking Only Tenants will appear on this Rapid Entry Tenant Screen, but they will not appear on the MPAC Review/Edit/Validate MPAC Forms. Nor will they be uploaded to MPAC.

Lease Negotiated: Enter the date the lease was negotiated.

Tip ! You can copy and paste from the Lease Start date.

Lease Start: Populates from the tenant lease.

Lease End: Populates from the tenant lease.

Step Ups: Check if there are rental increases within the term of the lease.

Lease Type: Select one of the options:

(N) Net: no expenses included in base rent.

(G) Gross: all expenses are included in base rent.

(S) Semi-gross; some expenses included in base rent.

Leased area: Populates from the lease. For Billboards this is the measured display area.

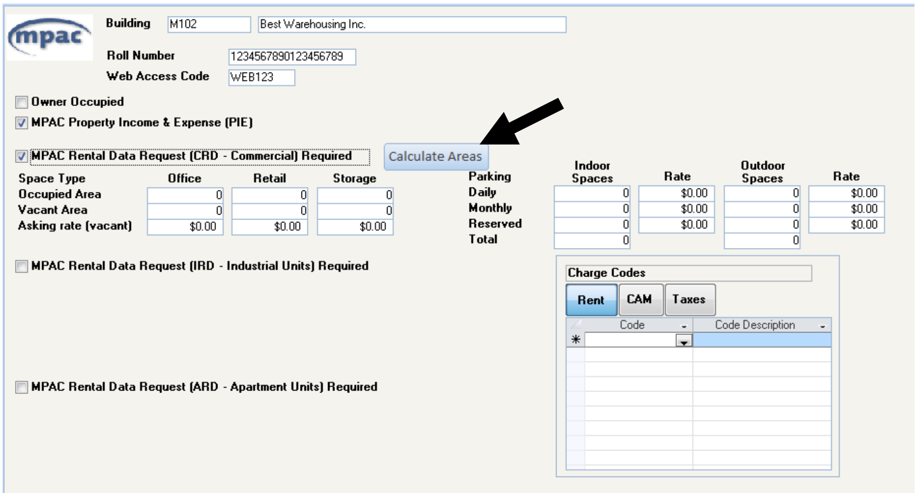
.Months Free Rent: Enter the number of months the tenant had free rent.

Tenant Improvements: Enter the cost incurred by a landlord to bring the unit to a turnkey finish. Enter as $/sq.ft.

Move In: Will default to the lease move in date.

Move Out: Will default to the lease move out date.

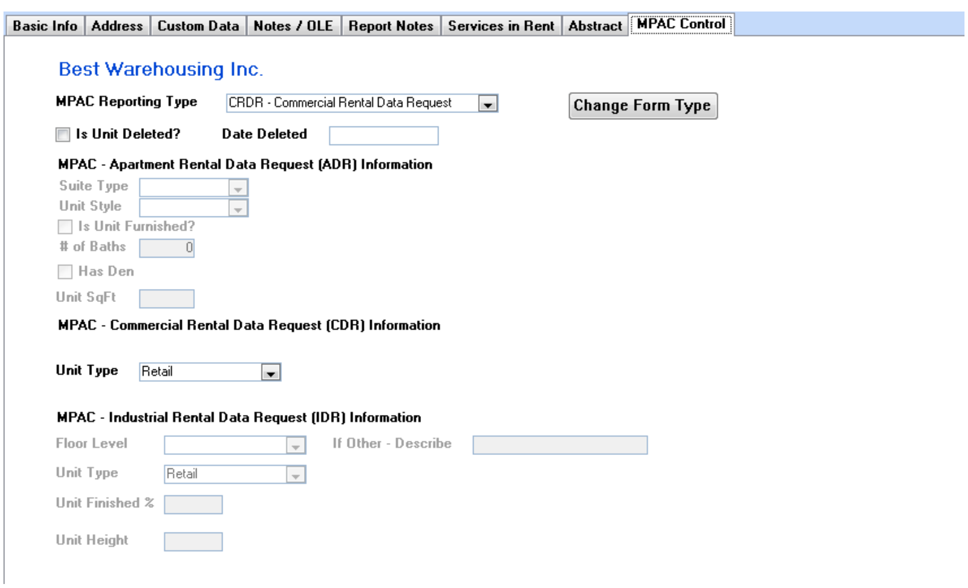
IMPORTANT – For Commercial and Industrial buildings you must now go back to Find – Buildings – Accounting – MPAC Control tab and now click the calculate areas.



Find – Buildings – Units – drill down on each individual unit

MPAC Apartment Rental Data Request (ARD) *Error! Bookmark not defined.**Information).***

The fields that are available for modification will depend upon the options selected in the Building – Accounting – MPAC Control screen.



MPAC Reporting Type: This should already be selected, if not select the reporting type.

Is Unit Deleted? If the unit has been deleted enter a check mark and enter the date within the last 12 months that the unit was deleted (i.e. combined with another unit). A deleted unit will appear on MPAC's report for 12 months after the deleted date.

Suite Type: Mandatory. MPAC's options are: Bachelor, Jr One Bedroom, One, Two, Three, Four, Five or Over 5 Bedrooms, Commercial, Loft, Studio, Other and Penthouse. As these unit types do not directly match *SPECTRA*, you must choose one for each unit.

Unit Style: Mandatory. MPAC's options are: High Rise Multiple Res, Row Multiple Res and Walk up Multiple Res.

Is Unit Furnished? Check if unit is furnished by landlord and the amount allocated to this benefit is included in the monthly rental amount.

# of Baths: Number of bathrooms in this suite type.

Has Den: Check if suite type has a den.

Unit Sq.Ft. Enter the sq ft. of this suite type

MPAC - Commercial Rental Data Request ((CRD) Information.

MPAC Reporting Type: This should already be selected, if not select the reporting type.

Is Unit Deleted? If the unit has been deleted enter a check mark and enter the date within the last 12 months that the unit was deleted (i.e. combined with another unit). A deleted unit will appear on MPAC's report for 12 months after the deleted date.

Unit Type Error! Bookmark not defined.**:**Select the Unit type from MPAC's definitions

***MPAC - Industrial Rental Data Request (IRD) Information*.**

MPAC Reporting Type: This should already be selected, if not select the reporting type.

Is Unit Deleted? If the unit has been deleted enter a check mark and enter the date within the last 12 months that the unit was deleted (i.e. combined with another unit). A deleted unit will appear on MPAC's report for 12 months after the deleted date.

Floor Level: Select the floor level from MPAC's list of levels.

If Other Describe: If not in the list, enter a 28character or less description in the "If Other-Describe".

Unit Type Error! Bookmark not defined.**:**Select the Unit type from MPAC's definitions.

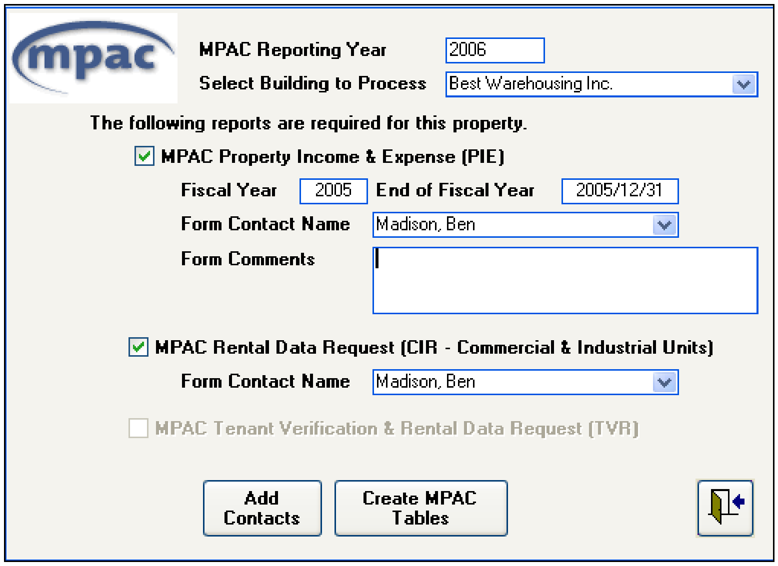
Unit Finished % Enter the percentage of the unit that is finished.

Unit Height: Enter the height of the unit in sq. ft.

MPAC PROCESSING

(Building – Start a Task Menu)

CREATE MPAC FORMS

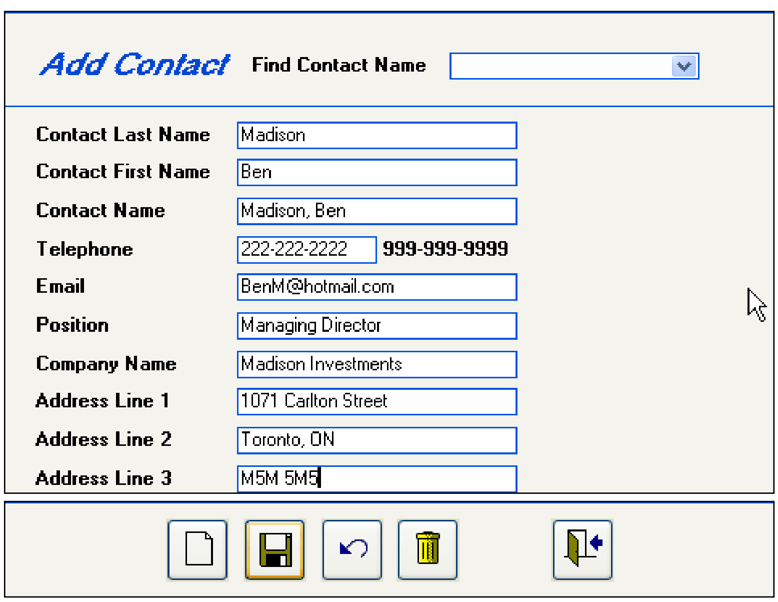


MPAC Reporting Year   Defaults to the current year, but you can change this.

Select Building to Process:
When you select the building you want to process, the system will automatically check the form options based on the information on the Building's Accounting – MPAC Control tab.

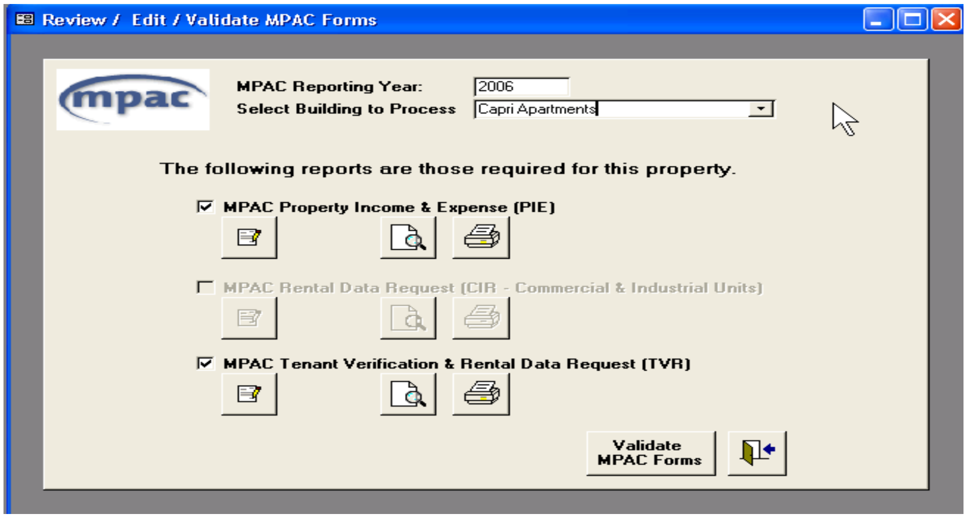
MPAC Property Income & Expense (PIE):
The system will default to the previous fiscal year. You may override this, if you wish.

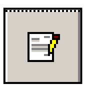
Form Contact**Error! Bookmark not defined.** Name: Click on the dropdown box to select an existing contact name or click on the "Add Contacts" button to enter the contact name of the person in your company in case the assessor has questions about the information submitted.



Contact information:	Enter the telephone number with the dashes as shown above. The Company name is a 50-character field. **Important:** A Contact Email**Error! Bookmark not defined.** address is **mandatory** for the Upload step. If your chosen contact does not have an email address, enter an email address of an associate. **Edit:** If you need to edit the information on an existing contact, click on the Add Contacts button again. The Add Contacts button will return you to this screen, and then you should use the Find Contact Name to locate the contact to be edited. You must reselect the contact each time you Create MPAC Forms.
Create MPAC Forms:	Click on this button to create the forms, which will allow you to review and edit the data to be submitted. This does not upload any information to MPAC.
Important Note:	If, after your review, you discover that a charge code was left off the MPAC Control or the same Parking code was set up in both Indoor and Surface Parking or something else that needs to be changed, you **must** re-create these forms. Clicking on the Create MPAC Forms will overwrite the previous information for this building entirely. This means that, if you manually made any changes to the system-generated information in the Review/Edit/Validate MPAC Forms screen, you will need to make those changes every time you click on the Create MPAC Forms button.

REVIEW / EDIT / VALIDATE MPAC FORMS

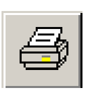




Edit any of the system-generated information. Be warned, however, that any changes entered here will not change the information in Spectra's database. Therefore, if you click on the "Create MPAC Forms" button again on the Create MPAC Forms screen, these changes will need to be entered again. Make the changes permanently in the Find Database or the Rapid Setup screen.

Preview the selected report.

Print the selected report to use for your review step. If the review does not reveal any errors, keep this printout for your records.



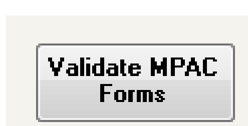
Review:

- At this point you should carefully compare the MPAC Property Income & Expense statement to your Income Statement to ensure that all the correct General Ledger account numbers were entered in the MPAC X-Ref screen on the Building – Accounting.

- CRD Form and IRD Form – Compare the CRD and IRD forms to your Buildings' Rent Rolls. If a charge is missing, check the Building-Accounting-MPAC Control screen to ensure that it was set up as in the Charge Code section. If any information is wrong, it is preferable to correct it in the Rapid Setup**Error! Bookmark not defined.** screen, so that this information is permanently stored by the system. The CRD Form will calculate the annual base rent as of January 1st.
- ARD Form – Compare the ARD to your Buildings' Rent Rolls.

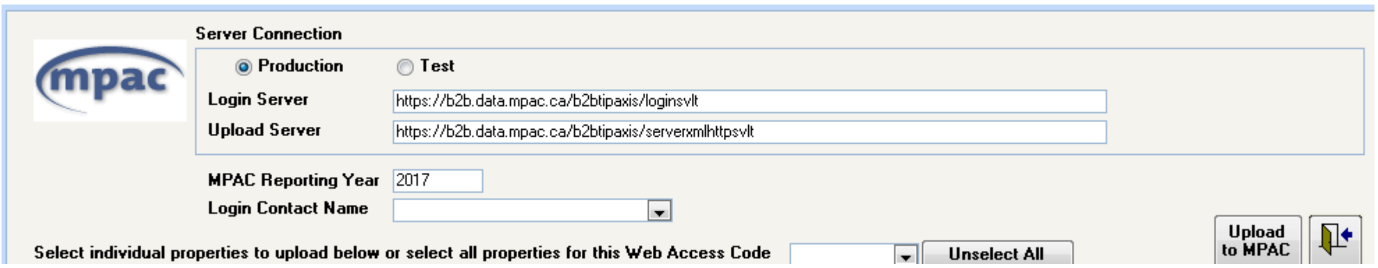
If you have any questions about these forms, please call MPAC directly at 1 (866) 296-6722.

IMPORTANT **You must run this Validate step successfully before going to the Upload step!**



Click on this button for the program to check all the data entry in preparation for the Upload step. The system will indicate any reasons why the Upload process would fail.

UPLOAD MPAC FORMS



Server Connection: Production or Test. If you have arranged with MPAC for a test upload, select Test; but otherwise, select Production, which is the default.

Login & Upload Server The URL's have changed for 2017 to the following
Login Server: https://b2b.data.mpac.ca/b2btipaxis/loginsvlt
Upload Server: https://b2b.data.mpac.ca/b2btipaxis/serverxmlhttpsvlt

They may change this for some reason in the future, so if a server location change is provided by MPAC, key in that information here. This upload screen will always default to the information as shown above, so remember to key any change each time you upload.

MPAC Reporting Year: Defaults to the current year, but you may change this.

Login Contact Name: This is a **mandatory** field as the Upload to MPAC will not be processed without it. Remember that the Contact Name must have an email address associated with it. If you need to add another contact name, return to the Create MPAC Forms program.

Building Selection: Select individual properties or select all properties using a specific Web Access Code. Click on the drill down button beside the Web Access Code field for a list of Web Access Codes that you have used.

Unselect All To change to another Web Access Code, click on the Unselect All button to clear the buildings previously selected.

Upload to MPAC When you click on this button, the system will verify if all properties have the required information before completing the Upload process.

Troubleshooting

If you encounter an error message, check with Spectra Support to ensure you are using the correct release level.

Depending on how your firewall is configured, you may get timeout errors when uploading to MPAC.

The MPAC upload process requires verification back from the MPAC server. If you experience an error message that refers to the operation 'timing out', you or your technician may wish to review any firewalls you have set up, and temporarily disable your firewall for the duration of the upload process.