|  |  |
| --- | --- |
|  | Armoiries de l'Ontario |
| **Assessment Review Board** |
| Commission de révision de  l’évaluation foncière  (Disponible en français) |

|  |  |
| --- | --- |
| Moving Party(ies): |  |
| Assessed Person(s): |  |
| Appellant(s): |  |
| Respondent(s): | Municipal Property Assessment Corporation (“MPAC”) Region |
| Respondent(s): |  |
| Property Location(s): |  |
| Municipality(ies): |  |
| Roll Number(s): |  |
| Appeal Number(s): |  |
| Taxation Year(s): |  |
| Hearing Event No.: |  |
| Legislative Authority: | Section of the *Assessment Act*, R.S.O. 1990, c. A.31, as amended |
|  |  |
| Heard: |  |

**MOTION TO REQUEST DISCLOSURE**

*[Name of Party]* ( “the Requesting Party”) requests an Order of the Board requiring disclosure of documents as follows.

**INITIAL DISCLOSURE**

The Requesting Party [does] [does not] request documents to be produced as initial disclosure by MPAC.

*INSTRUCTIONS:*

*Where a party is requesting initial disclosure:*

1. *Please list each of the requested documents in Appendix “A”. Only column 2 must be completed.*
2. *Please insert here (or by attaching separate pages), numbered paragraphs explaining, for each document requested (please specify the document’s number as shown in Appendix A), to explain why the document is necessary to enable the Appellant to prepare its Statement of Issues.*
3. *When filing this form with the Board, please submit it in Microsoft Word format.*

**OTHER DISCLOSURE**

The Requesting Party [does] [does not] request other disclosure.

*INSTRUCTIONS*

*Where a party is requesting other disclosure:*

1. *Please list each of the requested documents in Appendix “A”. A detailed description of the document must be provided, as well as specific description of the issue in dispute. All columns other the “Board Disposition” must be completed.*
2. *Please insert here (or by attaching separate pages) numbered paragraphs to explain, for each document requested (please specify the document’s number as shown in Appendix A), why the document is relevant and why disclosure would be proportionate to the importance and complexity of issue(s) in dispute as listed in Appendix A.*
   1. *Regarding proportionality, please refer to Rule 5, and the factors the Board will consider, as described in the Board’s Guideline entitled “How To Interpret the Schedule of Events for General Proceedings”*
3. *When filing this form with the Board, please submit it in Microsoft Word format.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REQUEST NO** | **DOCUMENT TITLE AND DESCRIPTION** | **ISSUE IN DISPUTE** | **DOCUMENT TO BE PROVIDED BY** | **BOARD DISPOSITION**  **(TO BE COMPLETED BY THE BOARD)** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |
| **6.** |  |  |  |  |
| **7.** |  |  |  |  |
| **8.** |  |  |  |  |
| **9.** |  |  |  |  |
| **10.** |  |  |  |  |
| **11.** |  |  |  |  |
| **12.** |  |  |  |  |
| **13.** |  |  |  |  |
| **14.** |  |  |  |  |
| **15.** |  |  |  |  |