



3540 Schmon Pkwy
 PO BOX 1044
 Thorold, Ontario L2V 4A7

CHECKLIST

For New RRL Applications

PLEASE ENSURE THAT ALL BELOW IDENTIFIED DOCUMENTATION IS SUBMITTED WITH YOUR APPLICATION. INCOMPLETE APPLICATIONS MAY BE SUBJECT TO ADMINISTRATIVE PENALTIES.

<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Application Form – Completed & signed
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Proof of Ownership (Copy of Deed or most recent Property Tax Bill)
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Copy of Rental Property Insurance (must indicate the following:): <ul style="list-style-type: none"> • Period of Coverage • Rental Property Address • Minimum \$2,000,000 Liability Insurance Coverage
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Self-Certification Checklist <ul style="list-style-type: none"> • All line items completed • Signed by owner(s)
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Floor Plan (May be hand drawn if not provided by the builder – refer to sample) <ul style="list-style-type: none"> • All exits & stairways indicated • Room labels & accurate room dimensions indicated
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Site Sketch (must indicate the following – refer to sample) <ul style="list-style-type: none"> • Location of rental property and lot dimensions • Parking spaces and dimensions • Garbage/recycling facilities
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Maintenance Plan <ul style="list-style-type: none"> • All fields must be completed • Signed by owner(s)
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Payment (New Application - \$500) <ul style="list-style-type: none"> • Credit cards accepted online by scanning the QR Code or using the following link: https://ipn.paymentus.com/rotp/THON • Debit, Cash, or Cheque payments available at City Hall



If applicable:

<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Proof of conformance to Electrical Safety Code (if rental property is >1 year from Occupancy) <ul style="list-style-type: none"> ○ Letter from Certified Electrician dated within 12-months stating that rental property conforms to Electrical Safety Code ○ Electrician Name/Company and ESA # must be indicated
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Articles of Incorporation or Corporate Profile Report (If application is being made as a Corporation)
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Fire Safety Plan (if 11 or more occupants will be residing at the rental property)

Application may be submitted via:

- **Regular mail** (P.O. Box 1044, Thorold, ON L2V 4A7)
- **Email** (PDF Scan) – submit to RRL@THOROLD.CA
- **In-person** at the city hall or front entrance **lower drop box**