



RESIDENTIAL RENTAL LICENSING RENEWAL APPLICATION

An application must be filed for each individual Rental Property



RENTAL PROPERTY INFORMATION

<u>Municipal Address of Rental Property:</u>		<u>Original Licence No.</u>	
<u>Type of Rental Unit (select one):</u>		<u>No. of bedrooms:</u> _____	
Single Detached	Duplex	<u>No. of Tenants:</u> _____	
Semi-Detached	Triplex	<u>Rented by (select one):</u>	
Townhouse	Fourplex	Bedroom	Unit
Will you be living in the building with the tenants? Yes No			

PROPERTY OWNER INFORMATION:

(If there are more than two owners, please submit an additional completed page 1)

Owner's name and surname (or Corporation's name) – Printed		Business Operating Name (if applicable) - Printed	
Owner's full mailing address (street name and number, city, province and postal code)			
Business telephone number and ext.	Fax number	Cell phone number	<u>Valid Email Address Required:</u>

Owner's name and surname (or Corporation's name) – Printed		Business Operating Name (if applicable) - Printed	
Owner's full mailing address (street name and number, city, province and postal code)			
Business telephone number and ext.	Fax number	Cell phone number	Email address

PROPERTY MANAGER'S INFORMATION - if applicable

Property Manager's Name and surname – Printed		Business Operating Name (if applicable) - Printed	
Property Manager's full mailing address (street name and number, city, province and postal code)			
Business telephone number and ext.	Fax number	Cell phone number	Email address

REQUIRED DOCUMENTS:

The following documents must be attached to this application before an application will be accepted. All costs incurred for obtaining any of the required documents will be the sole responsibility of the Applicant.

Copy of Rental Property’s Insurance (\$2,000,000.00 general liability insurance)

Attach revised Self-Certification Checklist and/or Site Sketch and/or Plans, if changes to rental property have occurred

Payment:

\$400 Non-Refundable Payment must be made to the City of Thorold before an application is deemed complete.

- Cash, Debit, and Cheque payments are accepted in-person at City Hall
- To pay online please go to the Paymentus website (<https://ipn.paymentus.com/otp/stde/thon>) or scan the QR code



Scan for online payment

The City of Thorold reserves the right to require a full application if significant changes to Property have occurred, and/or if the Checklist and/or Plan(s) submitted are deemed substantial.

- **Please be advised that site inspections are a requirement of this application.**
- **These inspections will be conducted by the City of Thorold’s By-law Enforcement Division and/or Fire Department when required.**
- **Once your application has been reviewed, you will be contacted by the By-Law Enforcement Division to schedule an appointment for the required site inspection.**
- **The Owner or Property Manager must be in attendance for all inspections.**

DECLARATION

I / We, _____ the undersigned, declare/affirm as
print name of registered owner

follows, that:

- a) I / We declare that there has not been any change in ownership;
- b) I / We hereby declare that no changes have been made to the following:
 - Self-Certification Checklist (checklist online)
 - Floor Plan(s) (example online)
 - Site Sketch (example online)
 - Maintenance Plan (template online)

which were submitted with the original application, if the checklist or any or all plans have been changed, an updated checklist and/or plan(s) are attached;

Download Material available on <https://www.thorold.ca/en/business-services/residential-licensing.aspx>

- c) The statements herein and attached documents, if any are attached are true;
- d) I / We have read the declaration and notice contained below.

Signature of Registered Owner(s)
I have the authority to bind the Corporation, if applicable
A Commissioner for taking Affidavits, etc.

Signature of Registered Owner(s)
I have the authority to bind the Corporation, if applicable

**** Please be advised that in the event that the License for this Property is re-issued by the Director, the License shall only be valid for the period of time for which it was originally issued. ****

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of determining eligibility for licensing. Questions about this collection of personal information should be directed to the City Clerk, City of Thorold, 3540 Schmon Parkway, PO Box 1044, Thorold ON (905) 227-6613, ext. 270 or clerk@thorold.com.