



RESIDENTIAL RENTAL LICENCING APPLICATION

An application must be filed for each individual Rental Property.



RENTAL PROPERTY INFORMATION

<u>Municipal Address of Rental Property:</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> Bedroom Unit	
Townhouse	Fourplex		
Will you be living in the building with the tenants? Yes No			

PROPERTY OWNER INFORMATION:

(All property owners are required to be listed, If there are more than two owners, please submit an additional completed application)

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 extension	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 extension	Fax number	Cell phone number	Email address

PROPERTY MANAGER INFORMATION - if applicable

The City of Thorold recommends that for any situation where distance may be a challenge, that a property manager be appointed to deal with any local requirements or emergency situations. A property manager is someone who can respond quickly when needed, can make decisions, has the authority to spend available funds and may attend inspections on behalf of the owner.

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 extension	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 **Proof of Ownership** (i.e. copy of Deed or copy of most recent tax bill)
- Copy of **Rental Property's Current Insurance** (minimum \$2,000,000.00 general liability)

For dwellings greater than 1-year from Occupancy:

- Letter from a Licensed Electrician** stating that the property conforms to the Electrical Safety Code
(Letter must be dated within 12-months of submission to be deemed valid)

<u>Owner Verification - use the checkbox below:</u>
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- | | |
|--------------------------|---|
| <input type="checkbox"/> | I/we certify that alterations have not been made to the Rental Property's electrical systems since the above noted Electrical Letter was issued |
|--------------------------|---|

The following:

- Copy of Completed **Self-Certification Checklist** (checklist online)
- Site Sketch** (depicting building location, parking with dimensions, and garbage/recycling facilities (example online)
- Floor Plan** (example online)
- Maintenance Plan** (template online)



Scan for RRL
Resources & Forms

(Download Material available on <https://www.thorold.ca/en/business-services/residential-licensing.aspx>)
Note: All material must receive approval from the City of Thorold before the required site inspections are completed.

If owned by a Corporation, **one** of the following documents:

- Articles of Incorporation**
- Corporate Profile Report**

- **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.**

****The Owner or Property Manager must be present during the scheduled inspection. If the Owner or Property Manager is not present at time of inspection the inspection will not commence and a re-inspection will be required.****

DECLARATION

I, _____, _____ the undersigned, declare or affirm as follows, that:

print name of registered owner(s)

- a) the statements herein contained in the said application and attached documents are true;
- b) the statements herein contained in the said application and attached documents are made with a full knowledge of the circumstances connected with the same; and
- c) I have read the declaration and notice contained below.

The undersigned agrees that the issuance of a license will be subject to approvals from such municipal or provincial authorities or agencies as the Issuer of Licenses deems necessary. The issuance of the license is not intended and shall not be construed as permission or consent by The Corporation of the City of Thorold for the holder of the license to contravene or fail to observe or comply with any federal, provincial or municipal legislation.

I acknowledge that the City of Thorold will use my email, if provided, as a primary source of communication

Signature of Registered Owner(s)
I have the authority to bind the Corporation
All owners are required to sign

AUTHORIZATION

1. CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I/We, _____, am/are the owner(s) of the land that is the subject of this application and I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the Municipal Freedom of Information and Protection of Privacy Act for the purposes of processing this application.

Date

Signature of Owner

Date

Signature of Owner

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, 3540 Schmon Parkway, PO Box 1044, Thorold ON (905) 227-6613, ext. 270 or clerk@thorold.ca.