

# RESIDENTIAL RENTAL LICENCING APPLICATION

## MAINTENANCE PLAN

*As the owner of a Residential Rental Property you are responsible for the maintenance of the property and the performance of regular maintenance work. As part of your application for your Residential Rental Property it is important for the City to understand and concur with your plan.*

**Municipal Address of Rental Property:** \_\_\_\_\_

Grass cutting/trimming and property maintenance, (including the boulevard):

- Who is responsible for this work? \_\_\_\_\_
- What are your cutting standards and frequency? \_\_\_\_\_

Keeping the Property clean by removing litter, debris or shopping carts on an ongoing basis:

- Who is responsible for this work? \_\_\_\_\_
- How often will the property be inspected? \_\_\_\_\_
- Who is responsible for returning shopping carts to their rightful owner? \_\_\_\_\_

Snow Removal:

- Who is responsible for this work? \_\_\_\_\_
- What are your standards and frequency for clearing your property and any abutting public sidewalks?  
\_\_\_\_\_

Salting/Sanding for ice and slippery conditions:

- Who is responsible for this work? \_\_\_\_\_
- What are your standards and frequency? \_\_\_\_\_

Garden Maintenance including: trimming bushes/hedges and other plant materials and removing weeds:

- Who is responsible for this work? \_\_\_\_\_
- What are your standards and frequency? \_\_\_\_\_

Waste Storage between Waste Collection days:

- Who is responsible for ensuring waste storage? \_\_\_\_\_
  - Please outline your plan: \_\_\_\_\_
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Placing garbage and recyclables at the curb for pick-up in accordance with the Region's Waste Collection By-Law:

- Who is responsible for this? \_\_\_\_\_
- Are they aware of the Region's Standards and process for collection?  Yes  No
- What is your garbage collection day? \_\_\_\_\_
- What is the time frame for placing garbage out for pick-up? \_\_\_\_\_

Returning garbage and recyclable containers to the Residential Rental Unit once emptied each collection cycle:

- Who is responsible for this work? \_\_\_\_\_
- What are the timelines for this work? \_\_\_\_\_

**I/We understand that regardless of who I/We assign lot maintenance responsibilities to, the maintenance of my property is my responsibility.**

Signature of Owner/Agent: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Owner/Agent: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Owner/Agent: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Owner/Agent: \_\_\_\_\_

Date: \_\_\_\_\_