PROPERTY MAINTENANCE PLAN

Protective Services Department
By-law Enforcement Services

Municipal Address of Rental Housing Property:

As the owner of a rental house you are responsible for the maintenance of the property and the performance of regular maintenance work. As part of your application for your Rental Housing License please provide the contact name and number of the person(s) responsible for carrying out each of the maintenance items listed below for the rental property.

The property maintenance plan ensures that existing and continued compliance with all relevant City by-laws, including the Rental Housing Licensing By-law, Property Standards, Lot Maintenance and Snow and Ice by-laws.

☐ Grass Cutting/Trimming/Garden/Hedges:
  • Who is responsible (example: owner, tenant, property manager):
    
  • What are your cutting standards and frequency?

☐ Keeping the property clean (removing litter, debris, undesirable material, etc.)
  • Who is responsible (example: owner, tenant, property manager):
    
  • How often will the property be inspected?
☐ Snow Clearing/Salting/Sanding for ice and slippery winter conditions:

• Who is responsible (example: owner, tenant, property manager):

• What are your standards and frequency for clearing your property and any abutting public sidewalks?

☐ Placing garbage, green bins and recycling containers to the curb:

• Who is responsible (example: owner, tenant, property manager):

• Are they aware of the Region of Waterloo’s Standards and process for collection? I.e. Garbage, recycling, lawn waste, compost pick up? Circle YES or NO

☐ Returning the garbage, green bin and recycling containers to the house:

• Who is responsible (example: owner, tenant, property manager):

• What are the timelines for this work?

In addition to the maintenance plan:

☐ Identify the location of the refuse and recycling containers and snow storage areas:

• Location:

I (We) understand that regardless of who I(we) assign property maintenance responsibilities to, the maintenance of the property is the responsibility of the owner.

Signature: _________________________________  Date: ______________

Signature: _________________________________  Date: ______________