

## Rental Housing Licence - New Application **[Form A]**

### Section A: Property, Ownership & Applicant Information

Rental Address: \_\_\_\_\_ Unit: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Type of Dwelling:

- Single Detached**       **Semi Detached**       **Townhouse**       **Duplex**  
 **Triplex**       **Second Unit**       **Accessory Apartment**

#### Owner

Owner's Name: \_\_\_\_\_  
Business Name (if applicable): \_\_\_\_\_  
Corporate Number (if applicable): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Unit: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Applicant (if different from owner)

(Owner's Authorization Form **[Form B]** must be completed)

Applicants Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Unit: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Property Manager (if applicable)

Property Manager's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Unit: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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## Section B: Application Checklist (required)

A copy of all of the following documents must be submitted at the time of submission:

- Application Form [Form A]**
  - All owner/applicant (and corporate information) completed in full
  
- Proof of Ownership (Transfer or Deed of Land – Long Form)**
  - Normally received at the time of purchase or available at the Land Registry Office ([www.onland.ca](http://www.onland.ca))
  
- Corporate Ownership (if the owner is a corporation)**
  - Certificate of Status or Corporate Profile Report (Provincial Corporation)
  - Certificate of Compliance or Corporate Profile Report (Federal Corporation)
  
- Criminal Record Check (required for each owner and applicant)**
  - If the owner is a corporation, a record check is required for all shareholders owning more than 30% of the corporation, each director and officer of the corporation
  - May be obtained at [www.sterlingtalentsolutions.ca/landing-pages/m/municipal-licensing/](http://www.sterlingtalentsolutions.ca/landing-pages/m/municipal-licensing/) or your local police service
  
- Floor Plans - Each floor, including basements, must have all of the following:**
  - Accurate measurements and labeling of **ALL** rooms, hallways, common spaces, and windows
  
- Parking & Storage Plan – Must include the following:**
  - A drawing with measurements of garages, driveways and other parking areas on the property.
  - Must depict the location of garbage storage and snow storage area.
  
- Owner Authorization (if the applicant is not the owner) [Form B]**
  
- Insurance Declaration [Form C]**
  
- Electrical System Inspection Form (completed by a licensed electrician) [Form D]**
  
- Gas or Oil Fuelled Appliance Inspection Form (completed by a licensed gas fitter) [Form E] or Declaration No Gas or Oil Fuelled Appliance Form [Form F]**

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## Section C: Licence Fee & Class Information

**Class A Licence** (rental units not occupied by the owner)

	<b>Number of Bedrooms</b>	<b>Fee</b>
	<b>4 Bedroom</b>	<b>\$579.29</b>
	<b>3 Bedroom</b>	<b>\$544.53</b>
	<b>2 Bedroom</b>	<b>\$521.36</b>
	<b>1 Bedroom</b>	<b>\$498.19</b>

**Class B&E Licence** (rental units that are occupied by the owner  
– only rented bedrooms should be counted)

	<b>Number of Bedrooms</b>	<b>Fee</b>
	<b>4 Bedroom</b>	<b>\$509.78</b>
	<b>3 Bedroom</b>	<b>\$486.60</b>
	<b>2 Bedroom</b>	<b>\$463.43</b>
	<b>1 Bedroom</b>	<b>\$440.26</b>

**Class C Licence (\$753.08)**

(Lodging, Boarding, or Rooming House as defined by the Fire Code, Building Code, and Zoning By-law)

**Class D1 Licence (\$695.15)**

(Lodging House previously licensed under By-law # 00-140 as a Class One – 6 or more persons)

**Class D2 Licence (\$695.15)**

(Lodging House previously licensed under By-law # 00-140 as a Class Two – 4 or 5 persons)

**Class Z Licence** (Buildings originally built with four or more horizontally separated dwelling units not connected with a common interior corridor)

	<b>Number of Bedrooms</b>	<b>Fee</b>
	<b>4 Bedroom</b>	<b>\$579.29</b>
	<b>3 Bedroom</b>	<b>\$544.53</b>
	<b>2 Bedroom</b>	<b>\$521.36</b>
	<b>1 Bedroom</b>	<b>\$498.19</b>

**Additional Class Z bedrooms (add \$57.93 per additional bedroom):\_\_\_\_\_**

**Multiple townhome units owned by one titleholder** (minimum of four units)

Number of Units	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
4-10	\$463.43	\$463.43	\$486.60	\$521.36
11-20	\$463.43	\$463.43	\$486.60	\$521.36
21-30	\$463.43	\$463.43	\$486.60	\$521.36
31-40	\$463.43	\$463.43	\$486.60	\$521.36
41-50	\$463.43	\$463.43	\$486.60	\$521.36
50+	\$463.43	\$463.43	\$486.60	\$521.36

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## Section D: Property Maintenance

As an operator of a rental business you are responsible for the maintenance and standards at the property. As part of your rental licence application you are required to ensure existing and continued compliance with all relevant by-laws. This includes, but is not limited to the Rental Housing Licensing By-law, Property Standards By-law, Lot Maintenance By-law, and Snow & Ice Removal By-law.

**Grass cutting:** Grass must be cut to less than 20.32cm (8 inches) in the front, side and rear yard. It is the property owner's responsibility to ensure that this standard is met.

**Litter and debris:** The property must be kept clear of litter and debris at all times. It is the property owner's responsibility to ensure that this standard is met.

**Garbage, recycling & green bins:** Garbage, recycling, and green bins must be stored behind the front of the building and in a secure enclosure. Garbage collection is bi-weekly and recycling and green bin collection is weekly. Tenants should be informed of the collection standards and frequency.

**Snow clearing/salting/sanding:** Snow and ice accumulation on all sidewalks adjacent to the property are required to be cleared within 24 hours of a snow fall or icing event. It is the property owner's responsibility to ensure that this standard is met.

### Applicant Acknowledgement:

I have reviewed and understand the minimum maintenance requirements for this rental property. I further acknowledge that a secure enclosure for the storage of garbage will be provided at the property, as depicted on the Parking & Storage Plan.

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## Section E: Declaration

I hereby declare that I am the applicant for this application form and the owner(s) of the property currently (or intend to) operate this address as a residential rental unit. I hereby certify that I have reviewed the completed rental housing licence application, supporting documentation and declarations, confirm them to be true and correct, and agree to be bound thereby.

I further declare that I understand that it is my responsibility to ensure that this property is in compliance with all applicable laws at all times, including, but not limit to, the *Building Code Act, 1992*, the *Fire Protection and Prevention Act, 1997*, the *Electricity Act, 1998*, and any regulations made under them.

Without limit these obligations, I also specifically declare the following regulation requirements:

- Smoke alarms are installed, tested, and maintained as required by the *Ontario Building Code* and the *Ontario Fire Code*.
- Carbon monoxide alarms are installed, tested, and maintained as required by the *Ontario Building Code* and the *Ontario Fire Code*.
- In accordance with the *Ontario Fire Code*, tenants have been instructed to notify the landlord if smoke alarms or carbon monoxide alarms have been disconnected, are not operating, or have been impaired.

For further information regarding these requirements, please visit the following websites and applicable legislation:

Ontario Fire Code: <https://www.ontario.ca/laws/regulation/070213>

Ontario Building Code: <https://www.ontario.ca/laws/regulation/120332>

### Additional Resources:

Smoke alarms: <https://www.ontario.ca/page/fire-safety-home>

Carbon monoxide alarms: <https://www.ontario.ca/page/carbon-monoxide-safety>

**\* These resources are for information purposes only and do not constitute legal advice. For specific questions relating to your property, please consult a professional.**

**I understand that it is an offence pursuant to By-law 2011-047 to provide false or misleading information to the City when applying for a rental housing licence, renewing a rental housing licence, or at any other time. I further understand that the City may revoke or suspend a licence issued because false or misleading information was provided to the City.**

\_\_\_\_\_  
Applicant's Name (Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Note:**

Without limitation, this application is subject to zoning and fire prevention approval. You may be contacted by these departments if further information is required during the application review process. Application fees are non-refundable.

**\* Collection Notice**

To the extent that the foregoing information constitutes personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter M.56 as amended, the information is subject to provisions of that Act and will be used for the purposes indicated or implied by this form. Questions about the collection of personal information should be directed to the City Clerk, Waterloo City Centre, 100 Regina Street South, P.O. Box 337, Station Waterloo, Waterloo, ON N2J 4A8, telephone (519) 886-1550.



# Owner Authorization [Form B]

Rental Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Unit #: \_\_\_\_\_

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I hereby authorize \_\_\_\_\_ (applicant name) to submit a rental housing licence application pursuant to By-law 2011-047, for the above-noted address, along with any required supporting documentation, to the City of Waterloo, on my behalf.

I further declare that I understand that it is my responsibility to ensure that this property is in compliance with all applicable laws at all times, including but not limit to the *Building Code Act, 1992*, the *Fire Protection and Prevention Act, 1997*, the *Electricity Act, 1998*, and any regulations made under them.

I hereby certify that I have reviewed the completed rental housing licence application, supporting documentation and declarations, confirm them to be true and correct, and agree to be bound thereby.

Without limit these obligations, I also specifically declare the following regulation requirements:

- Smoke alarms are installed, tested, and maintained as required by the *Ontario Building Code* and the *Ontario Fire Code*.
  
- Carbon monoxide alarms are installed, tested, and maintained as required by the *Ontario Building Code* and the *Ontario Fire Code*.
  
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**Additional Resources**

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**I understand that it is an offence pursuant to By-law 2011-047 to provide false or misleading information to the City when applying for a rental housing licence, renewing a rental housing licence, or at any other time. I further understand that the City may revoke or suspend a licence issued because false or misleading information was provided to the City.**

**Applicant's Name:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Owner's Name (Print):** \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Insurance Declaration**  
**[Form C]**

Rental Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Unit #: \_\_\_\_\_

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**Declaration**

I, as the applicant, solemnly declare, that I have confirmed that the property is insured for liability insurance of no less than **\$2,000,000** per occurrence for property damage and bodily injury, that the insurance identifies that a residential rental unit is being operated on the property on which the rental unit is situated, and that this coverage will remain valid for the entire duration that the above-listed property is rented with a valid rental licence obtained from the City of Waterloo.

I, as the applicant, agree to provide to the city satisfactory proof of such insurance, at any time, upon request. Should the insurance at any time be cancelled or otherwise become void, in whole or in part, I agree to notify the city immediately, and acknowledge that the licence may be revoked or suspended as a result.

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Electrical System Inspection **[Form D]**

**\*Must be completed by a Licensed Electrician**

Rental Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Unit #: \_\_\_\_\_

\*A separate form must be completed for each unit at the property.

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**Electrical Contractor Information**

Electrical Contractor's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

ECRA Licence Number: \_\_\_\_\_

Master Electrician's Name: \_\_\_\_\_

Electrician's Name: \_\_\_\_\_

Electrician's OCOT Number: \_\_\_\_\_

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**Declaration**

**I certify that this unit has been inspected and that there are no visible fire or shock hazards associated with the electrical system.**

**Electrician's Signature:** \_\_\_\_\_

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

\*Defects with the electrical system must be repaired before this form is completed. All electrical installation, repair and replacement work in Ontario needs to be done in compliance with the Ontario Electrical Safety Code and typically requires a permit from the Electrical Safety Authority.



# Gas or Oil Fuelled Appliance Inspection Form

## [Form E]

**\*Form must be completed by a Class 1 or Class 2 Gas Fitter or Oil Burner Technician**

Rental Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Unit #: \_\_\_\_\_

\*A separate form must be completed for each unit at the property.

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### Heating Contractor Information

Heating Contractor's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

TSSA Registration Number: \_\_\_\_\_

Gas Fitter or Oil Burner Technician's Name: \_\_\_\_\_

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### Inspector's Declaration

I, a licensed Class 1 or 2 Gas Fitter or Oil Burner Technician, certify that this unit has been inspected and that ALL gas and/or oil fuelled heating appliances (including, but not limited to: furnace, water heater, gas fireplace, gas stove) have passed this inspection.

Signature: \_\_\_\_\_

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

## Declaration of No Gas or Oil Fuelled Appliances **[Form F]**

\*This form is to be completed by the applicant if no gas or oil fuelled heating appliances are present in the unit.

Rental Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Unit #: \_\_\_\_\_

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### Declaration

I declare, as the applicant for the rental unit, that the unit does not contain any gas or oil fuelled appliances, including, but not limited to, furnace, water heater, fireplace, or stove.

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_