

Municipal Enforcement Services  
City of Waterloo | 100 Regina St. S  
PO Box 337, Station Waterloo  
Waterloo, ON N2J 4A8  
rental@waterloo.ca

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

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

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

**Rental Type:**     Long-Term     Short-Term (Class B only)

**Owner**

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

**\*\*Please see backside of page if there's more than 1 property owner or if the property is owned by a Corporation to provide contact details for remaining owners or all Directors of owning Corporation \*\***

**Applicant** (if different from owner)

(Owner Authorization **[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: \_\_\_\_\_

**Owner #2 / Director #1**(if applicable)

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

**Owner #3 / Director #2**(if applicable)

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

**Owner #4 / Director #3**(if applicable)

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

**Owner #5 / Director #4**(if applicable)

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

**Owner #6 / Director #5**(if applicable)

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

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## Section B: Application Checklist

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

- Rental Housing Licence – New Application [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 ([Ontario Land Property Records Portal](#)).
- Floor Plans – Must include all the following:**
  - All levels of rental unit are included, legible and labelled accordingly (ie: first floor, second floor, basement, etc).
  - All rooms, hallways and common spaces depict accurate measurements/dimensions and are labelled to reflect their use.
  - All windows are indicated/included.
  - The number of bedroom(s) matches the class/type of license being applied for.
  - If Class B, the owner-occupied bedroom(s) are labelled as “owner occupied.”
- Parking Plan – Must include the following:**
  - Measurements of garage(s), driveways and other parking areas on the property.

The following documents must also be submitted at the time of submission, ensuring they are dated within the past 12 months at the time of submission:

- Corporate Ownership (if the owner is a corporation)**
  - *Articles of Incorporation* if owning corporation was created within the past 12 months.
  - *Corporate Profile Report* if owning corporation was established more than 12 months ago.
- Criminal Record Check(s)**
  - Required for each owner and applicant.
  - If the owner is a corporation, a record check is required for all directors and officers plus shareholders with more than 30% ownership.
  - [Sterling Backcheck](#) or your local police service.
- Owner Authorization [Form B] (if the applicant is not the owner)**
- Insurance Declaration [Form C]**
- Electrical System Inspection [Form D] (completed by a licensed electrician)**
- Gas or Oil Fuelled Appliance Inspection [Form E] (completed by a licensed gas fitter) or Declaration of No Gas or Oil Fuelled Appliances [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>\$605.00</b>
	<b>3 Bedroom</b>	<b>\$569.00</b>
	<b>2 Bedroom</b>	<b>\$545.00</b>
	<b>1 Bedroom</b>	<b>\$520.00</b>

**Class B 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>\$533.00</b>
	<b>3 Bedroom</b>	<b>\$509.00</b>
	<b>2 Bedroom</b>	<b>\$484.00</b>
	<b>1 Bedroom</b>	<b>\$460.00</b>

**Class C Licence (\$786.00)**

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

**Class D (\$726.00)**

Includes the following:

- Recognized Lodging Houses previously licensed under By-law # 00-140 as Class One (6 or more persons) or Class Two (4 or 5 persons) that remain in good/active standing.
- Class Z Licences under By-law # 2011-047.

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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* (as amended), the *Fire Protection and Prevention Act, 1997* (as amended), the *Electricity Act, 1998* (as amended), and any regulations (as amended) 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.

Additional information on smoke and carbon monoxide alarms:

[www.ontario.ca/laws/regulation/r25087](http://www.ontario.ca/laws/regulation/r25087)

[www.ontario.ca/page/office-fire-marshals-communicues-and-bulletins](http://www.ontario.ca/page/office-fire-marshals-communicues-and-bulletins)

**\* 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.