

Rental Housing Licence - New Application

[Form A]

Section A: Property, Ownership & Applicant Information

Rental Address: _____ Unit: _____
Postal Code: _____

Rental Type: Long-Term Short-Term (Class B & Class S 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 one property owner or if the property is owned by a Partnership or 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 or Partner #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 or Partner #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 or Partner #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 or Partner #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 or Partner #5 (if applicable)

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

Section B: Application Checklist

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

- Rental Housing License – 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 or Class S, 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 twelve (12) months at the time of submission:

- Corporate Documentation (if the property is owned by a Corporation or Partnership)**
 - *Articles of Incorporation* if owning corporation/partnership was created within the past twelve (12) months.
 - *Corporate Profile Report* if owning corporation/partnership was established more than twelve (12) months ago.
- Criminal Record Check(s)**
 - Required Only for Class B and Class S licences:
 - For property owner(s) residing in the rental unit
 - For the Sole Proprietor if the property is owned by a sole proprietor
 - For each Partner residing in the rental unit if the property is owned by a Partnership
 - For each Director and Officer, and any Shareholder(s) holding more than 50% of the issued shares residing in the rental unit if the property is owned by a corporation
 - Must be an original copy.
 - Must be completed by a Canadian Police Service – ie: [Sterling Backcheck](#) or your local police service.

- Photo ID**
 - For all property owner(s) listed on the property title
 - For the Sole Proprietor if the property is owned by a sole proprietor.
 - For each Partner residing in the rental unit if the property is owned by a Partnership.
 - For each Director and Officer, and any Shareholder(s) holding more than 50% of the issued shares residing in the rental unit if the property is owned by a corporation.

- Confirmation Letter**
 - Required Only for Class S licences.
 - Letter from the apartment building owner, property manager or condominium board confirming that short-term rentals are allowed, or that approval is not required.

- Owner Authorization [Form B] (if the applicant is not the owner)**

- Certificate of Insurance for Rental Licensing [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]**

Section C: Licence Fee & Class Information

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

	Number of Bedrooms	Fee
	5 Bedroom	\$675.00
	4 Bedroom	\$605.00
	3 Bedroom	\$569.00
	2 Bedroom	\$545.00
	1 Bedroom	\$520.00

- Class B Licence** (low-rise rental units that **are** occupied by a property owner(s), Sole Proprietor, Partner(s) of the owning Partnership, or Director(s), Officer(s), and any Shareholder(s) holding more than 50% of the issued shares of the owning Corporation)

	Number of Bedrooms	Fee
	5 Bedroom	\$600.00
	4 Bedroom	\$533.00
	3 Bedroom	\$509.00
	2 Bedroom	\$484.00
	1 Bedroom	\$460.00

- 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.

- Class S Licence** (rental units within apartment buildings, **must be** occupied by property owner(s), Sole Proprietor, Partner(s) of the owning Partnership, or Director(s), Officer(s), and any Shareholder(s) holding more than 50% of the issued shares of the owning Corporation the owner(s) or Director(s) of owning corporation)

	Number of Bedrooms	Fee
	5 Bedroom	\$675.00
	4 Bedroom	\$605.00
	3 Bedroom	\$570.00
	2 Bedroom	\$545.00
	1 Bedroom	\$520.00

Section D: Property Maintenance Plan Declaration

Required for Low Rise Rental Units – ie: Class A, Class B, Class C and Class D Licence Types:

I declare that I understand the following minimum maintenance requirements will be undertaken at the rental property to ensure existing and continued compliance with all relevant City by-laws, including but not limited to Property Standards (Bylaw 2011-122), Lot Maintenance (Bylaw 2011-123) and Snow and Ice Removal (Bylaw 2009-156):

1. 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;
2. 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;
3. Garbage, recycling & green bins: Garbage, recycling, and green bins must be stored behind the front of the building and in a secure enclosure and/or the lidded bins provided by The Region. Garbage (black lidded bin) and recycling (blue bins) are collected bi-weekly (opposite weeks), and green bin (green lidded bin) is collected weekly. Tenants should be informed of the collection standards and frequency; and,
4. 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.

I understand that it is an offence pursuant to By-law 2025-044 to provide false or misleading information to The City when applying for a rental housing licence, renewing a 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

Section E: Final Declarations

Required for Low Rise Rental Units – ie: Class A, Class B, Class C and Class D Licence Types:

I declare that I am the applicant for this residential rental licence application and the owner(s) of the property intend to operate (or currently are operating) this address as a residential rental unit.

I declare that I understand that it is the responsibility of the property owner(s) to ensure that this property is **at all times** in compliance with all applicable laws, 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 limiting these obligations, I declare the following three (3) regulatory requirements:

1. Smoke alarms are installed, tested and maintained as required by the *Ontario Building Code* and the *Ontario Fire Code* respectively.
2. Carbon monoxide alarms are installed, tested and maintained as required by the *Ontario Building Code* and the *Ontario Fire Code* respectively.
3. 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.

I declare that the applicant, owner(s) and those residing in the Rental Unit will comply with the parking plan.

I declare that the applicant and owner(s) are aware of all relevant federal and provincial legislation, including the *Ontario Human Rights Code*, as well as all relevant municipal by-laws, and that the Rental Unit will comply with them all.

I declare that the owner(s) are aware of their obligations under *the Residential Tenancies Act, 2006*, S.O. 2006, c. 17, particularly with respect to the statutory requirements relating to lawful eviction of tenants, including the tenant's right of first refusal. I further declare that I understand and am aware of the City's Rental Housing Renovation Licence By-Law No. 2026-012, and that I shall comply with its requirements.

I certify that all required documents are included in the completed rental housing licence application.

Note:

1. Licenses are non-transferable, and all fees are non-refundable. Additional fees may be applied for incomplete or inaccurate applications.

2. 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.
3. 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, Waterloo, ON N2J 4A8; telephone (519) 886-1550.

I understand that it is an offence pursuant to By-law 2025-044 to provide false or misleading information to The City when applying for a rental housing licence, renewing a 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

Required for Rental Units within an Apartment Buildings – ie: Class S Licence Type:

I declare that I am the applicant for this residential rental licence application and the owner(s) of the property intend to operate (or currently are operating) this address as a short-term residential rental unit.

I declare that I understand that it is the responsibility of the property owner(s) to ensure that this property is **at all times** in compliance with all applicable laws, 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 limiting these obligations, I declare the following three (3) regulation requirements:

1. Smoke alarms are installed, tested and maintained as required by the *Ontario Building Code* and the *Ontario Fire Code* respectively.
2. Carbon monoxide alarms are installed, tested and maintained as required by the *Ontario Building Code* and the *Ontario Fire Code* respectively.

3. 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.

I declare the applicant and owner(s) are aware of all relevant federal and provincial legislation, including the Ontario *Human Rights Code*, as well as all relevant municipal by-laws, and the Rental Unit will comply with them all.

I certify that all required documents are included in the completed rental housing licence application.

Note:

1. Licenses are non-transferable, and all fees are non-refundable. Additional fees may be applied for incomplete or inaccurate applications.
2. 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.
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Applicant's Name (Print)

Applicant's Signature

Date