



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

Office Use Only: File # _____
Invoice # _____

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)

Applicant's 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: _____

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, 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 year.
 - *Corporate Profile Report* if owning corporation was established more than a year 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]**

Section C: Licence Fee & Class Information

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

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

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

Number of Bedrooms	Fee
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.

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.

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: [O. Reg. 213/07 FIRE CODE | ontario.ca \(www.ontario.ca/laws/regulation/070213\)](http://www.ontario.ca/laws/regulation/070213)

Ontario Building Code: [O. Reg. 332/12 BUILDING CODE | ontario.ca \(www.ontario.ca/laws/regulation/120332\)](http://www.ontario.ca/laws/regulation/120332)

Additional Resources:

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

Carbon monoxide alarms: 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#: _____

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 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 it is my responsibility to ensure that this property is at all times in compliance with all applicable law, including but not limited to the *Building Code Act*, 1992, the *Fire Protection and Prevention Act*, 1997, the *Electricity Act*, S. O. 1998 c. Schedule A, and any regulations made under them.

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

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

Ontario Fire Code:

https://www.ontario.ca/laws/regulation/070213?_ga=2.111359687.2135169352.1583251443-1766712954.1582205930

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

Additional Resources:

Smoke alarms:

https://www.mcscs.jus.gov.on.ca/english/FireMarshal/FAQ/SmokeAlarms/OFM_FAQ_Smoke_Alarms.html

Carbon Monoxide Alarms:

https://www.mcscs.jus.gov.on.ca/english/FireMarshal/CarbonMonoxideAlarms/QuestionsandAnswers/OFM_COAlarms_QandA.html

***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 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: _____

Owner's Name (Print): _____

Owner's Signature: _____

Date: _____



Insurance Declaration

[Form C]

Rental Address: _____

City: _____

Postal Code: _____

Unit#: _____

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.

Electrical Contractor Information

Electrical Contractor's Name: _____

Phone Number: _____

ECRA Licence Number: _____

Master Electrician's Name: _____

Electrician's Name: _____

Electrician's OCOT Number: _____

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.

Heating Contractor Information

Heating Contractor's Name: _____

Phone Number: _____

TSSA Registration Number: _____

Gas Fitter or Oil Burner Technician's Name: _____

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#: _____

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, gas fireplace, gas stove).

Applicant's Name: _____

Applicant's Signature: _____ Date: _____