



Rental Property and Owner Information

Municipal Address of Rental Property: _____

Application information: _____ **# of Bedrooms Applied for:** _____ **# of Occupants in house:** _____

If the owner is a Corporation or Partnership, include the Name, Address, and Telephone numbers of all Officers, Directors, Shareholders & Partners in the space below.

Corporation or Partnership Name: _____

Is an Agent acting on your behalf regarding this application? Yes No
If yes, you must include the signed Owners Authorization Form (attachment#1) with your application.

1 Owner Name(s): (This owner will be City of Oshawa's main contact if no Agent is assigned)

Owner's Permanent Address:

Street City Prov Postal

Owner's Mailing Address (if different than above):

Street City Prov Postal

Home Phone Business Phone Fax E-mail

2 Owner Name(s):

Owner's Permanent Address:

Street City Prov Postal

Owner's Mailing Address (if different than above):

Street City Prov Postal

Home Phone Business Phone Fax E-mail

3 Owner Name(s):

Owner's Permanent Address:

Street City Prov Postal

Owner's Mailing Address (if different than above):

Street City Prov Postal

Home Phone Business Phone Fax E-mail

For Office Use Only

Application Accepted By:	Application Fee: <input type="checkbox"/> \$75.00	Rental Status: <input type="checkbox"/> First time app <input type="checkbox"/> Renewal app <input type="checkbox"/> New owner / existing rental property	App Status: <input type="checkbox"/> pass <input type="checkbox"/> fail
Application No: 	Licence Fee: <input type="checkbox"/> \$250 if 60 days prior to expiry <input type="checkbox"/> \$500 if not 60 days prior to expiry		Application Date:
Inspection Date:			

Applicant(s) Declaration**Municipal Address of Rental Property:** _____

I hereby apply for a Residential Rental Housing Licence in accordance with the provisions of City of Oshawa Licensing By-law 120-2005.

I understand and acknowledge that **neither the issuance of a Business Licence nor the carrying out of inspections by the City shall relieve me from full responsibility for compliance with all applicable statutes, regulations, and by-laws.**

The signature of an applicant (if different from the registered owner) or (if one of the owners is acting as an agent on behalf of all owners) on the application form shall be accompanied by an Owner's Authorization Form (Attachment #1) designating you as the authorized agent for making this application, responding to inquiries and coordinating inspections. The authorization form must be signed by all registered owner(s). The Agent signature will bind all registered owners, Partner(s) or Corporation.

I do solemnly declare:

1. *Check one:* That I am the Owner named in this application to be licenced.
 That I am an Owner representing other owners(s) in my Partnership or Corporation.
 1. *Note: (Designated owner must submit written authorization signed by owner(s) with this application. See attachment # 1)*
 That I am the authorized agent of the owner named in this application.
 2. *Note: (Agent must submit written authorization signed by owner(s) with this application. See attachment # 1)*

Use of Residential Rental House (Please read before signing)

I (We) irrevocably acknowledge, represent and warrant that:

- a) I (We) have read and fully understand the requirements of the City's Zoning By-law including, in particular, its regulations pertaining to the licensing of a Residential Rental House and its definitions of "Dwelling Unit", "Lodger", "Lodging House" and "Lodging Unit". I (We) acknowledge that the "single housekeeping establishment" element of the "Dwelling Unit" definition is not defined in the Zoning By-law but has been judicially considered in Oshawa (City) v. Death et al (2008), [2008] O.J. No. 3298 (S.C.J.), aff'd (2009), [2009] O.J. No. 1324 (C.A.).
- b) The Zoning By-law prohibits the use of the property as a "Lodging House",
- c) I (We) have either received or have waived the benefit of independent legal advice but, in either case, have had the opportunity to seek independent legal advice.
- d) The property is not being used nor will it be used as a "Lodging House" contrary to the City's Zoning By-law.
- e) The issuance of a Residential Rental House Licence in response to this application is not a certification that the property does or will comply with all applicable laws.
- f) That all statements made and information supplied in connection with this application are complete, true and factual.
- g) Non-compliance with the City's Licensing By-law will lead to enforcement which may include administrative penalties, licence suspension, licence revocation, *Provincial Offences Act* prosecutions in the Ontario Court of Justice or proceedings for injunctive and other relief in the Superior Court of Justice. For the purpose of *Provincial Offences Act* prosecutions, section 16 of the City's Licensing By-law currently prescribes a maximum fine of \$25,000 for each person convicted of an offence under that By-law (including each officer of a corporation that concurs in a contravention by a corporation) and a maximum fine of \$50,000 for each corporation that is convicted of an offence under that By-law.

All signing applicants please initial
Continue on page 2b



Corporate Services Department
Municipal Law Enforcement & Licensing Services

Residential Rental Housing Licence Application

PAGE 2b

Inspection of Residential Rental House Please read before signing

I (We) hereby declare that I am (we are) the Owner(s) or Agent of the Owner(s) named in this application and that I am (we are) currently (or plan to be) operating a Residential Rental Unit at _____, Oshawa, and that I (we) permit full and unrestricted access to the buildings and property by staff from Oshawa Fire Services, Oshawa Municipal Law Enforcement & Licensing Services and Oshawa Building Services for the purpose of conducting a Residential Rental Unit Inspection. Furthermore, I (we) also declare that I (we) will advise the tenants about all inspections and will obtain consent from each tenant to permit access to the Residential Rental Unit including, individual rooms, by Fire Services, Municipal Law Enforcement & Licensing Services, and Building Services for the purpose of conducting a Residential Rental Unit Licensing Inspection. Finally, I (we) declare that I (we) fully understand that a registered owner or agent of the owner must remain at the property for the full initial inspection and any compliance inspections.

Maximum Occupant Load of Residential Rental House Please read before signing

As the Owner(s) or Agent of the Owner(s) of the above noted property; I (we) acknowledge that if the property's maximum occupant load exceeds four (4) individuals, the requirements under the Ontario Fire Code may change. On each occasion when the property's maximum occupant load may exceed four (4) individuals, I (we) undertake to forthwith notify Oshawa Fire Services. (Fire Prevention Services)

_____ APPLICANT'S NAME	_____ APPLICANT'S SIGNATURE	_____ DATE
_____ APPLICANT'S NAME	_____ APPLICANT'S SIGNATURE	_____ DATE
_____ APPLICANT'S NAME	_____ APPLICANT'S SIGNATURE	_____ DATE

Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act* and will be used by the City of Oshawa in determining suitability for licensing. Questions about this collection should be directed to City Clerk Services, 50 Centre Street South, Oshawa, Ontario, L1H 3Z7, 905-436-5639.



Information Required with this Application: Checklist

Municipal Address of Rental Property: _____

INCOMPLETE APPLICATIONS will not be ACCEPTED and the \$75 fee will not be re-funded.
If an application is incomplete a new application fee will apply upon re-submission.

Included with **EVERY** Application

- | Y | N | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Checklist - Required Information (This Page) |
| <input type="checkbox"/> | <input type="checkbox"/> | Rental Property and Owner information (PAGE 1) (all deeded owners must be included) |
| <input type="checkbox"/> | <input type="checkbox"/> | Applicant Declaration (signed by all owners or agent if applicable) (PAGE 2) |
| <input type="checkbox"/> | <input type="checkbox"/> | Required Information - Questionnaire. (PAGE 4) |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's authorization form (if an agent is acting on their behalf of the owner) (Attachment #1) |
| <input type="checkbox"/> | <input type="checkbox"/> | A copy of the tenancy agreement. |
| <input type="checkbox"/> | <input type="checkbox"/> | A floor plan of the Rental House including the dimensions of each room & the proposed use (See Sample A). |
| <input type="checkbox"/> | <input type="checkbox"/> | A parking plan that complies with the City's Zoning By-law 60-94 and shows the location and dimensions of all parking spaces for vehicles on the rental property. (See Sample B)
<i>Note: Boulevard areas are not acceptable parking areas, regardless of whether a sidewalk exists or not.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | A maintenance plan identifying the measures the landlord will implement for the purpose of complying with the City's Lot Maintenance By-law 127-2007. (Attachment # 2) |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Insurance (Attachment #3) or proof of placement of insurance that includes:
<input type="checkbox"/> a limit of liability of not less than \$2,000,000 (two million dollars) per occurrence for property damage or personal injury.
<input type="checkbox"/> identifies the proposed use as residential rental.
<input type="checkbox"/> Insurance Cancellation form which states the Director will be notified of any intended cancellation of a policy by the insured no fewer than fifteen (15) days prior to such cancellation (form at www.oshawa.ca/rrhl). |
| <input type="checkbox"/> | <input type="checkbox"/> | Payment of the applicable licence fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | Proof of payment of any fine/fee owed to the City by any landlord respecting any rental property.
Are there outstanding penalties owing? <input type="checkbox"/> yes or <input type="checkbox"/> no |

Included if first time applicant:

Applicants who previously submitted these items are not required to provide unless there has been a changes made.

- | Y | N | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Proof of application to the Electrical Safety Authority. Contact 1-877-372-7233 – general inspection
If submitted in last 5 years please specify year submitted? _____(year)
If there has been electrical work or renovations done which have not been inspected by the ESA please submit new ESA. |
| <input type="checkbox"/> | <input type="checkbox"/> | A <u>current copy</u> of the transfer/deed for the property from the Land Registry Office (contact 905-665-4007)
If submitted in last 5 years please specify year submitted? _____(year) |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the Landlord a corporation? Yes <input type="checkbox"/> No <input type="checkbox"/> , if yes please provide:
<input type="checkbox"/> copy of the landlord's articles of incorporation; and
<input type="checkbox"/> a corporation profile issued by the Ontario Ministry of Consumer & Business Relations.
If submitted in last 5 years please specify year submitted? _____(year) |

Note: Required prior to the issuance of a Licence:

- A statement from the City's Fire Chief approving the licence application for the subject property.
- A statement from the City's Chief Building Official approving the licence application for the subject property.

Note: These statements will be obtained following successfully passing the Fire and Building inspections (booked through the City of Oshawa and included in the Licensing fee). Alternatively you may provide certificate evidence of compliance by a licenced professional which the Director, MLELS will consider when reviewing the application.



Information Required with this Application: Questionnaire

Municipal Address of Rental Property: _____

Rental Property Questions: Please answer all Questions.

1. Is the lease on a per room basis or one lease for all occupants?
2. Number of bedrooms in the rental house: _____. Number of Bedrooms Occupied in house: _____
3. Number of occupants residing or proposed to reside in the rental house: _____
4. Who assigns occupied rooms? owner individual group
5. Are there key locks on bedroom doors? yes or no
6. Are there areas of the dwelling to which only the owner has access? Yes or No
If Yes, Specify _____
7. Does owner have access to the rented dwelling? yes or no
If Yes, Specify _____
8. Does the owner set any house rules? yes or no
If Yes, Specify _____
9. You have read and signed the Maximum Occupant Load Declaration on Page 2b of this application
 yes or no

I (We) certify that all statements made are true to the best of my (our) knowledge.

All signing applicants please initial



Corporate Services Department
Municipal Law Enforcement & Licensing Services

Owner's Authorization Form Authorizing an Agent for a Residential Rental Housing Licence Application

Date: _____

Municipal Address of Rental Property: _____, **Oshawa**

The undersigned, being the owner(s) of the above referenced property, authorizes

Agent Name	Address	Telephone #
E-mail		

- to prepare and submit an application to licence _____ as a Residential Rental House on my behalf. (Address)
- to attend all inspections of the Residential Rental House on my behalf.
- to make decisions regarding the application or inspection requirements.
- other (please state) _____

Owner Name	Permanent Address	Phone No.
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E-Mail: _____

Owner Signature

Owner Name	Permanent Address	Phone No.
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E-Mail: _____

Owner Signature

Each Owner must complete above information.: If additional space is required, please copy this authorization form.

If the owner is a CORPORATION or PARTNERSHIP: the name, address and telephone number of all directors, officers and shareholders should be provided, using Company's stationery, if available. Make additional copies if required.

Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act* and will be used by the City of Oshawa in determining suitability for licensing. Questions about this collection should be directed to City Clerk Services, 50 Centre Street South, Oshawa, Ontario, L1H 3Z7, 905-436-3311.

Corporate Services Department
Municipal Law Enforcement & Licensing Services

Lot Maintenance Plan Questionnaire**Municipal Address of Rental Property:**

As the owner of a Residential 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 Residential Rental House it is important for the City to understand and concur with your plan.

- Grass cutting/trimming and property maintenance, (including the boulevard):
 - What are your cutting standards and frequency? _____

 - Who will carry out this work? _____

- Keeping the Property clean by removing litter and debris on an ongoing basis
 - Who is responsible for this work? _____
 - How often will the property be inspected? _____

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

 - Who is responsible for this work? _____

- Salting/Sanding for ice & slippery winter conditions
 - What are your standards and frequency? _____
 - Who is responsible for this work? _____

- Garden Maintenance including: trimming bushes/hedges and other plant materials and removing weeds.
 - What are your standards and frequency? _____
 - Who is responsible for this work? _____



Corporate Services Department
Municipal Law Enforcement & Licensing Services

LOT MAINTENANCE PLAN REQUIREMENTS

Lot Maintenance Plan Questionnaire *Continued*

- Waste Storage between Refuse Collection days
 - Please outline your plan. _____

 - Who is responsible for ensuring this plan is implemented? _____

- Placing garbage and recyclables at the curb for pick-up in accordance with the City's Refuse Collection By-law
 - Who is responsible for this? _____
 - Are they aware of the City's Standards and process for collection? ie. Garbage every other week, recycling and compost every week yes no
 - What is your Refuse collection day? _____
 - What is the time frame for placing refuse out for pick-up each week? _____

- Returning garbage and recyclable containers to the Residential Rental House once emptied each collection cycle.
 - Who is responsible for this work? _____
 - What are the timelines for this work? _____

Please provide the Contact Name, Address and Phone # for person(s) responsible for carrying out each of the maintenance items noted above at the Residential Rental Property.

I (We) understand that regardless of who I (we) assign lot maintenance responsibilities to, the maintenance of my property is my responsibility. Licence approval and ongoing compliance is required in order to obtain and continue to hold a licence.

SIGNATURE OF OWNER: _____ DATE: _____

SIGNATURE OF OWNER: _____ DATE: _____

SIGNATURE OF OWNER: _____ DATE: _____



Residential Rental Housing Licence Certificate of Insurance

Corporate Services Department
Municipal Law Enforcement & Licensing Services

To be completed by Insurance Company or Insurance Agent authorized to conduct business in Ontario.

Address of Property being Insured:

Licence Type	Residential Rental House Containing _____ bedrooms and occupied by _____ tenants.
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Name of Owner of Insured Property	Name, Address and Phone of Insurance Agent <i>(if applicable)</i>
Address of Owner of Insured Property	

Insuring Company	Policy Number	Amount of Coverage	Effective Date	Expiry Date

(Insuring Company Name) _____
certifies it has issued to the above-named insured a policy of insurance insuring against property damage and bodily injury in a minimum amount of \$2,000,000 per occurrence.

This policy is in full force and effect on this date and issued in compliance with City of Oshawa Licensing By-law No. 120-2005 (Schedule K), Section 4 (f). This policy may not be cancelled during its term, allowed to expire or vary the amount of the policy, except on fifteen (15) days prior written notice to Municipal Law Enforcement & Licensing Services (Rundle 1), 50 Centre Street South, Oshawa, Ontario, L1H 3Z7.

If a facsimile has been transmitted, the original certificate must follow.

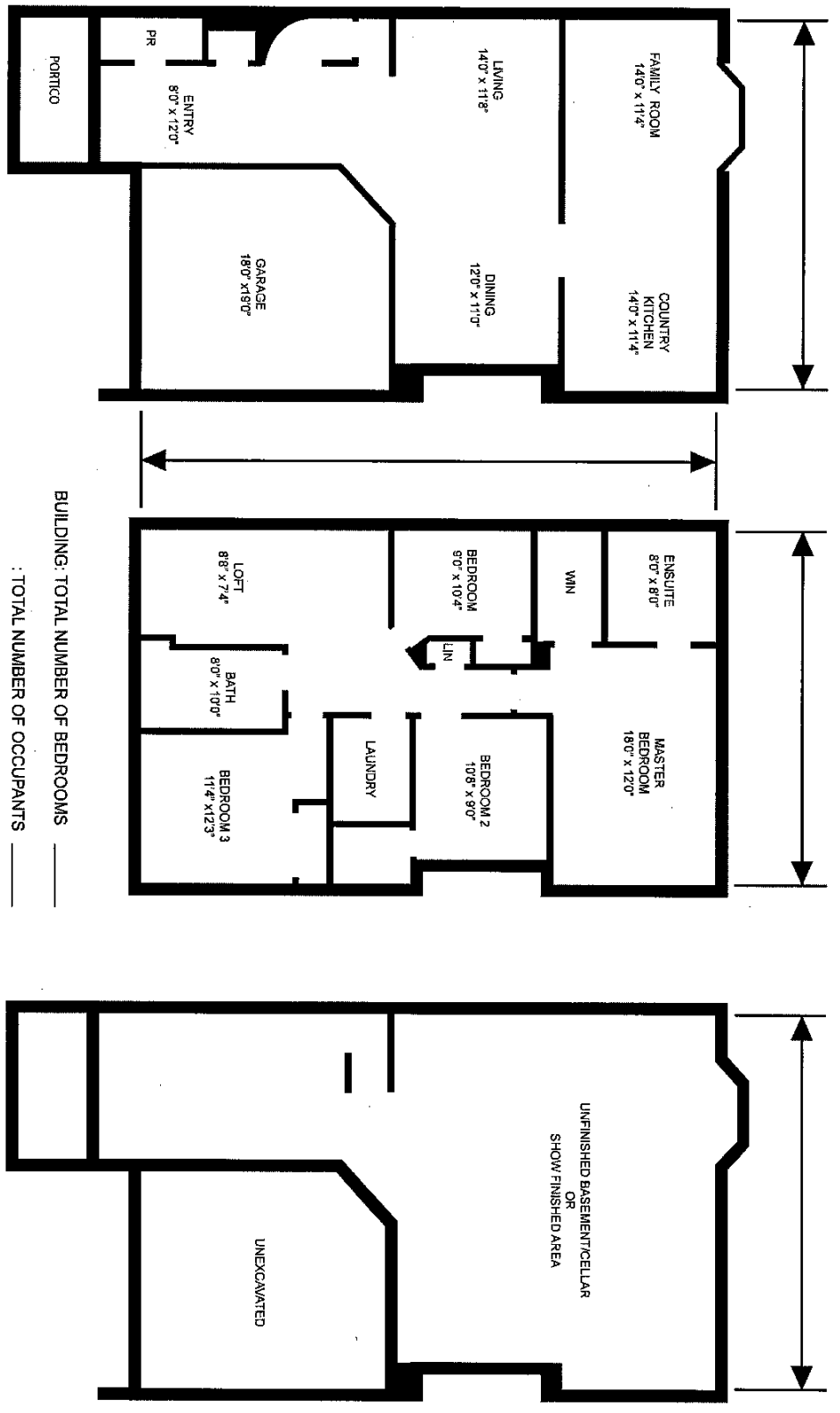
Date	Signature and Stamp of Authorized Representative of Insurer
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Information collected on this form is done so under authority of *The Municipal Freedom of Information and Protection of Privacy Act* and will be used to determine eligibility for insurance of a license. Questions about this collection should be directed to the City Clerk, 50 Centre Street South, Oshawa, Ontario, L1H 3Z7, 905-436-3311.



Oshawa

RESIDENTIAL RENTAL UNIT LICENCE
SAMPLE FLOOR PLAN



MAIN FLOOR

2ND FLOOR

BASEMENT

MAIN FLOOR GROSS FLOOR AREA _____
% OF THE FLOOR AREA USED AS BEDROOMS _____

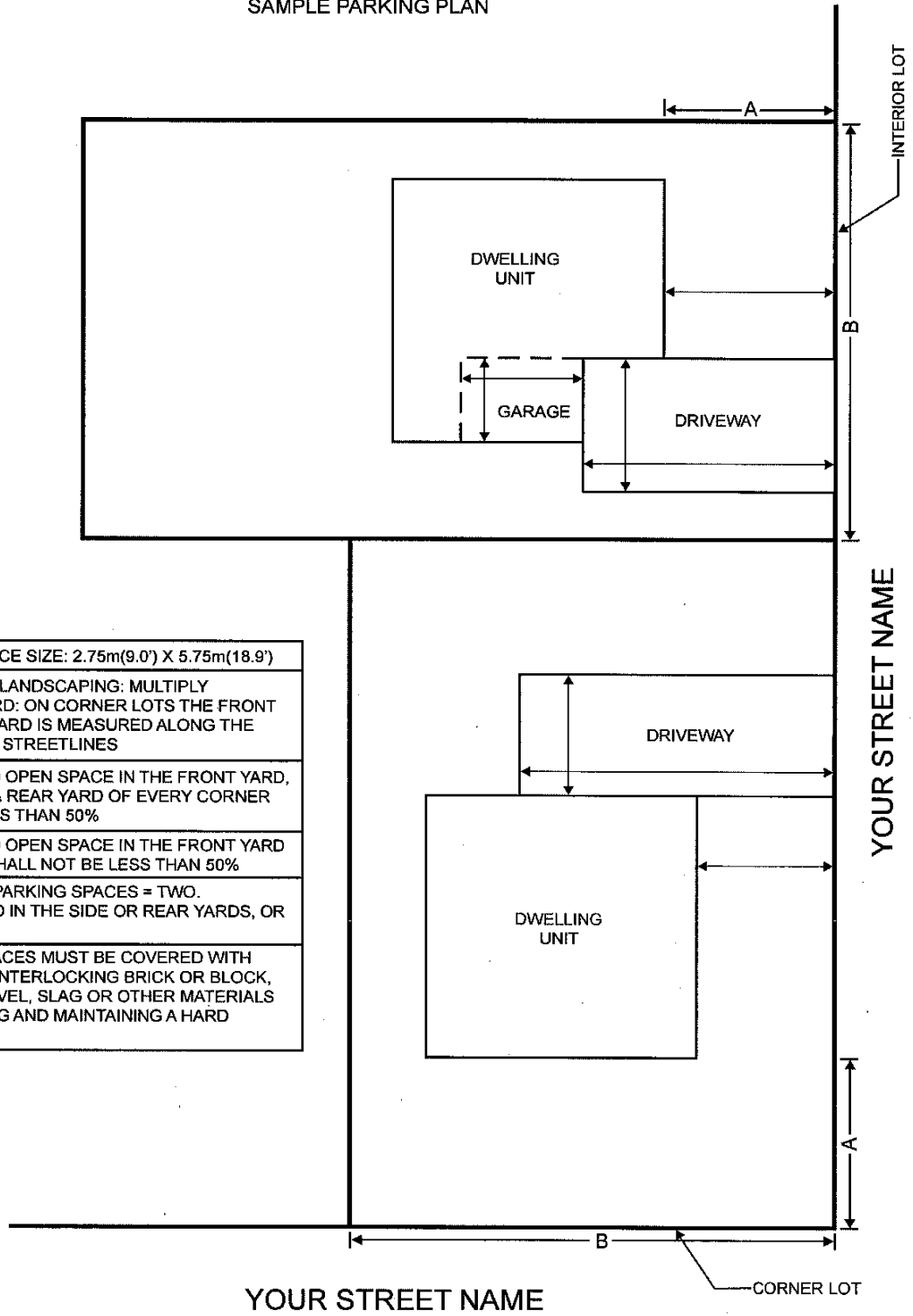
BASEMENT GROSS FLOOR AREA _____
% OF THE FLOOR AREA USED AS BEDROOMS _____

BUILDING: TOTAL NUMBER OF BEDROOMS _____
: TOTAL NUMBER OF OCCUPANTS _____

SAMPLE # A

NOTE: IDENTIFY THE USE AND DIMENSIONS OF EACH ROOM

RESIDENTIAL RENTAL UNIT LICENCE SAMPLE PARKING PLAN



NOTES:

MINIMUM PARKING SPACE SIZE: 2.75m(9.0') X 5.75m(18.9')
MINIMUM FRONT YARD LANDSCAPING: MULTIPLY (A x B) x .50. FRONT YARD: ON CORNER LOTS THE FRONT LOT LINE AND FRONT YARD IS MEASURED ALONG THE SHORTER OF THE TWO STREETLINES
MINIMUM LANDSCAPED OPEN SPACE IN THE FRONT YARD, EXTERIOR SIDE YARD & REAR YARD OF EVERY CORNER LOT SHALL NOT BE LESS THAN 50%
MINIMUM LANDSCAPED OPEN SPACE IN THE FRONT YARD OF AN INTERIOR LOT SHALL NOT BE LESS THAN 50%
MINIMUM NUMBER OF PARKING SPACES = TWO. ONE MUST BE LOCATED IN THE SIDE OR REAR YARDS, OR WITHIN A GARAGE
PARKING SPACE SURFACES MUST BE COVERED WITH ASPHALT, CONCRETE, INTERLOCKING BRICK OR BLOCK, CRUSHED STONE, GRAVEL, SLAG OR OTHER MATERIALS CAPABLE OF PROVIDING AND MAINTAINING A HARD DUST FREE SURFACE