

**Corporate Services Department**  
Municipal Law Enforcement & Licensing Services

**Rental Property and Owner Information**

Municipal Address of Rental Property

Where the Director, Municipal Law Enforcement and Licensing Services (“Director”), denies a person a Residential Rental Housing Licence and the person wishes to appeal the denial in whole or in part, the person may request a review by the Hearings Officer of the Director’s denial or condition subject to each of the following;

- The person’s right to request a review expires on the tenth (10<sup>th</sup>) day after notice of the Director’s decision is given to the person.
- A Hearing will not be scheduled until the person has paid the fee prescribed by the General Fees and Charges By-law.
- The person shall be given seven (7) days notice of the date, time, and place of the Hearing.
- The Hearings Officer shall not make a determination with regard to the appeal request unless the Hearings Officer has given the person and the Director an opportunity to be heard.
- The Hearings Officer may affirm the Director’s decision or may exempt the person from all or any part of the Licensing By-law where the Hearing Officer is satisfied that affirming the Director’s decision or granting and appeal would maintain the general intent and purpose of the Licensing By-law.
- The Hearings Officer may impose any conditions that the Hearings Officer determines are appropriate and any condition imposed in relation to an appeal is final and not subject to review.
- Appeal Request fee is \$250.00 and the Fee for failure to attend a Hearing is \$100.00

The Preceding information is provided for convenience and is not legal advice. Each person should refer to the City’s Licensing By-law and should pose to the person’s lawyer any questions respecting the person’s legal rights and responsibilities.

**Rental Property Owner Information (If a Corporation or Partnership, please include name, address and telephone numbers of all officers, directors and shareholders.)**

Owner Name(s):

Owner Permanent Address:

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

Home Phone

Business Phone

Fax

E-mail

Owner Name(s):

Owner Permanent Address:

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

Home Phone

Business Phone

Fax

E-mail

Personal information contained on this form is collected under the authority of Section 11 of the Municipal Act, 2001 and will be used for administering the Municipal Law Enforcement and Licensing process. Questions concerning collection of personal information should be directed to the City of Oshawa’s Information Access and Privacy Officer at 50 Centre Street South, Oshawa, Ontario, L1H 3Z7 or 905-436-3311.

**Reasons for Appeal**

Please include specific reasons and details as to why the denial decision should be modified or overturned.

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**Applicants Declaration**

I hereby apply for an appeal to the Residential Rental Housing Licence denial decision.

I represent and warrant:

1. Check one:
  - That I am/we are the owner(s) of the Rental House named in this application for appeal.
  - That I am the authorized agent of the owner named in this application for appeal.

Note: (Agent must submit written authorization signed by owner with this application.)
2. That all statements made and information supplied in connection with this application is complete and true.
3. That I/we have read and understand the Licensing By-law including those parts pertaining to the exemption process.
4. That I/we authorized the City of Oshawa to make any investigation regarding this application and authorize the release to the City of Oshawa of records and information including personal information.

Applicant's Name	Applicant's Signature	Date
Applicant's Name	Applicant's Signature	Date

<b>For Office Use Only</b>			
Application No.	Application Fee(\$250.00)	Application Accepted By	Application Date

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