



## Application Checklist

All applicants must submit the following supporting documents with this Short-Term Rental Licence Application form. Please use the check boxes below to confirm you have included them with this application form:

Proof of ownership of the property on which the Short-Term Rental is situated  
(Accepted documents outlined in Section 4.1 (F) of By-Law 43-2022)

Proof that the corporation is legally entitled to conduct business in Ontario (if the Owner is a corporation)  
(Accepted documents outlined in Section 4.1 (D) of By-Law 43-2022)

Site Plan  
(Outlined in Section 4.1 (L) of By-Law 43-2022)

Owner Authorization Form (if the Applicant is different than the Owner)

Copy of Government-Issued ID (with date of birth)

Proof of Insurance  
(Outlined in Section 4.1 (K) of By-Law 43-2022)

A Photo of the Front of the Short-Term Rental

Parking Management Plan  
(Outlined in Section 4.1 (M) of By-Law 43-2022)

Plan for Fire Safety  
(Outlined in Section 4.1 (P) of By-Law 43-2022)

Proof of Septic Maintenance, Inspection, and Pump-out Services Within the Last Three Years  
(if on a septic system)  
(Outlined in Section 4.1 (Q) of By-Law 43-2022)

\$500 Licensing Fee  
(To be paid after application approval. Payment instructions will be emailed to you once your application is approved. **The Licensing Fee must be paid before a Licence is issued**)