

**Application Information**

**Only complete applications will be accepted.** If an application is incomplete, a new \$75 application submission fee will be required upon re-submission.

Please submit the following required supporting documents with the application.

**Supporting Documents Checklist**

- ☐ **Statutory Declaration (attached)** Each Rental Property Owner/Landlord **must** complete a Statutory Declaration. Please make one copy per owner.
- ☐ **Maintenance plan (attached)** To identify the measures the landlord will implement for the purpose of complying with the City's Lot Maintenance By-law 127-2007.
- ☐ **Certificate of Insurance (attached)** or proof of placement of insurance that includes:
  - ☐ A limit of liability of not less than \$2,000,000 (two million dollars) per occurrence for property damage or personal injury.
  - ☐ Identifies the proposed use as residential rental.
- When providing proof of placement of insurance instead of attached Certificate of Insurance:
  - ☐ Insurance Cancellation form (available at [www.oshawa.ca/rhl](http://www.oshawa.ca/rhl)).
- ☐ **Floor plan of the Rental House** including the dimensions of each room & the proposed use (See Sample A – attached).
- ☐ A **parking plan** that complies with the City's Zoning By-law 60-94 and shows the location / dimensions of all parking spaces for vehicles on the rental property. (See Sample B – attached)
- ☐ **Proof of application to the Electrical Safety Authority for a General Inspection Report.** Contact 1-877-372-7233. New inspection required every 5 years or if there has been electrical work or renovations carried out since the time of your last licence application.
- ☐ **Copy of the transfer/deed** for the property from the Land Registry Office (contact 905-665-4007)

**Additional Documents Checklist**

- ☐ Landlord/Owner's authorization form (if agent is acting on their behalf of the owner) (Attached)
- ☐ Copy of the landlord's articles of incorporation; and corporation profile issued by the Ontario Ministry of Consumer & Business Relations (if Property Owner is a Corporation)

Once your application has been submitted and accepted, inspections will be booked. (Included in the Licensing fee). Alternatively you may provide certificate evidence of compliance by a licensed professional which the Director, M.L.E.L.S. will consider when reviewing the application.

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## Residential Rental Housing Licence Application

☐ New Application      ☐ Renewal Expiry \_\_\_\_\_

Rental Property and Landlord/Owner Information	
Municipal Address of Rental Property	
No. of Bedrooms Applied for	No. of Occupants in House
<b>If the landlord/owner is a Corporation or Partnership, include Name, Address, &amp; Telephone numbers of all Officers, Directors, Shareholders &amp; Partners in the Owner Information below.</b>	
Corporation or Partnership Name:	

Landlord/Owner 1 information	
Name of Owners (first and last)	
Permanent Address	Home Telephone
City	Other Telephone
Province	Fax Number
Postal Code	Email Address

**Note:** Landlord/Owner 1 will be the City's main contact if no Agent is assigned.

Landlord/Owner 2 information	
Name of Owners (first and last)	
Permanent Address	Home Telephone
City	Other Telephone
Province	Fax Number
Postal Code	Email Address

**Note:** For additional Landlord/Owner Names, please include information on a separate sheet.

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**Agent information**

- Only complete when agent is acting on landlord's behalf
- If an Agent, include the signed Landlord/Owner's Authorization Form (Attached) with your application

Name of Agent (first and last)	
Agent's Permanent Address	Home Telephone
City	Other Telephone
Province	Fax Number
Postal Code	Email Address

**For Office Use Only**

Application Accepted By:	<b>Application Fee:</b> <input type="checkbox"/> \$75.00	<b>Rental Status:</b> <input type="checkbox"/> 1st time app. <input type="checkbox"/> Renewal <input type="checkbox"/> New owner
Application No.:	<b>Licence Fee:</b> <input type="checkbox"/> \$500 first time app <input type="checkbox"/> \$360 60 days prior to expiry <input type="checkbox"/> \$500 not 60 days prior to expiry	<b>Application Submission:</b> <input type="checkbox"/> accepted <input type="checkbox"/> refused
Initial Inspection Date:		<b>Application Date:</b>

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## Licensing Questionnaire

Municipal Address of Rental Property

### Rental Property Questions (Please answer all questions)

1. Do you have a lease? ☐ Yes or ☐ No
2. Is the lease issued on a ☐ per room basis or ☐ one lease for all occupants?
3. No. of bedrooms in the rental house: \_\_\_\_\_. No. of bedrooms occupied or intended to be occupied in house: \_\_\_\_\_.
4. Number of occupants residing or proposed to reside in the rental house: \_\_\_\_\_.
5. Who assigns the occupied rooms? ☐ owner ☐ tenant
6. Does landlord/owner have access to the rented dwelling? ☐ Yes or ☐ No  
If Yes, specify access rights:

7. Are there areas of the dwelling to which **only** the landlord/owner has access? ☐ Yes or ☐ No  
If Yes, specify access rights:

8. Does the landlord/owner set any house rules? ☐ Yes or ☐ No  
If Yes, specify what those rules are:

9. Do the occupants have full & unrestricted access to the entire rental house? ☐ yes or ☐ no

All signing applicants please initial ☐☐

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## Declaration of Applicant

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.**

I do solemnly declare:

1. That all statements made and information supplied in connection with this application are complete, true and factual.

2. Check one:

☐ That I am (we are) the Owner(s) named in this application to be licensed.

☐ That I am an individual representing the Partnership or Corporation.

Note: (Designated individual must submit written authorization signed by partnership/Corporation owner(s) with this application.)

☐ That I am the authorized agent of the owner(s) named in this application.

Note: (Agent must submit written authorization signed by owner(s) with this application)

### Owner/Landlord/Agent:

Dated at \_\_\_\_\_, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### Owner/Landlord:

Dated at \_\_\_\_\_, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### Individual representing a Partnership or Corporation:

Dated at \_\_\_\_\_, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Print Name of Corporation: \_\_\_\_\_

Per: (print individual's name) \_\_\_\_\_

Individual's title: \_\_\_\_\_

I have the authority to bind the corporation/partnership.

Signature: \_\_\_\_\_

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Statutory Declaration in Support of Residential Rental Housing Licence Application for  
the Premises municipally known as \_\_\_\_\_, Oshawa, Ontario.

of \_\_\_\_\_ SOLEMNLY DECLARE that:  
                    <Province>

1. I am an Applicant named in an application dated \_\_\_\_\_ (“Application”) for a licence pursuant to the City of Oshawa’s Licensing By-law 120-2005 (“Licensing By-law”) respecting the Rental Unit located at \_\_\_\_\_, Oshawa.  

<Rental Property Address>
2. I have sought and received independent legal advice respecting the requirements imposed by applicable law in relation to the Rental Unit (“Applicable Law”) including, without limitation, respecting the requirements of the Licensing By-law, the City’s Zoning By-law 60-94 (“Zoning By-law”), the Property Standards By-law, the Lot Maintenance By-law, the Boulevard By-law, the Waste By-law, the Snow and Ice By-law, the Carbon Monoxide By-law the Fire Protection and Prevention Act, 1997, the Fire Code, the Building Code Act, 1992 and the Building Code, the Electrical Safety Code, O.Reg.164/99, and the Health Protection and Promotion Act (Ontario) all as may from time to time be amended.

Alternatively, I have had the opportunity to receive independent legal advice and have waived that opportunity. In either case, I fully understand the requirements of Applicable Law in relation to the Rental Unit.

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3. The Rental Unit complies in all respects with all Applicable Law. Without limitation:
- a) The number of bedrooms to be used in the Rental Unit does not and will not exceed (select number) that relates to your Rental Unit;  
☐ Four (4)    ☐ Five (5)    ☐ Six (6)    ☐ Other \_\_\_\_\_
  - b) The Rental Unit is being used as a Single Housekeeping Established
  - c) The Rental Unit is not and will not be used as a “Lodging House” contrary to the Zoning By-law; and
  - d) The Rental Unit has and will at all times have working smoke alarms and carbon monoxide detectors and Fire Extinguisher(s).
  - e) No electrical repairs or new electrical installations have been completed within or outside the Rental Unit and on the Rental Property without the benefit of an approved Electrical permit and without being inspected by an authorized representative of the Electrical Safety Authority.
  - f) No construction which requires a Building Permit has taken place on the Rental Property without the benefit of an approved Building Permit and without being inspected by an authorized representative of the City of Oshawa’s Building Services Branch.
4. The Applicant(s) do not have any outstanding/unpaid Administrative Monetary Penalties or Fines owing to the City of Oshawa.
5. That all of the information in and submitted with or in relation to the Application is accurate, true and complete.

**Commissioner of Oaths’ Initials**

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## R.R.H.L Statutory Declaration (Page 3 of 3)

6. I acknowledge that each failure to comply with Applicable Law can result in legal sanctions including, without limitation, the imposition of demerit points pursuant to the Licensing By-law, suspension or revocation of a licence respecting the Rental Unit, the imposition of administrative penalties, prosecution proceedings under Part III of the Provincial Offences Act or applications for injunctive and other relief in the Superior Court of Justice.
7. If the applicant is a corporation or a partnership, I have the authority to bind the corporation or the partnership, as the case may be.

I hereby irrevocably declare that the information in this declaration is accurate, true and complete.

**Name** (print) \_\_\_\_\_

**Signature** \_\_\_\_\_

### [to be completed by Commissioner of Oaths]

DECLARED before me at \_\_\_\_\_ in the \_\_\_\_\_ of  
<City/Town/Village> <Regional Municipality/County>

\_\_\_\_\_ in the Province of \_\_\_\_\_  
<name of Regional Municipality/County> <Province>

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**Name of Commissioner:** (print) \_\_\_\_\_

**Signature of Commissioner:** \_\_\_\_\_

**Commissioner Authority Number:** (if applicable) \_\_\_\_\_

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## Lot Maintenance Plan

Municipal Address of Property: \_\_\_\_\_

As the owner of a Residential Rental House you are responsible for the maintenance of your property. As part of your application for your Residential Rental House it is important for the City to understand who is responsible for maintenance and what your standards & timing are.

**Note: Your plan must comply with the Lot Maintenance By-law Standards.**

- ☐ 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
  - How often will the property be inspected / cleaned? \_\_\_\_\_
  - Who is responsible for this work? \_\_\_\_\_
- ☐ Snow clearing and Salting/Sanding for ice & slippery winter conditions
  - What are your standards and frequency for clearing your property and any abutting public sidewalks? \_\_\_\_\_  
\_\_\_\_\_
  - 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? \_\_\_\_\_
- ☐ Waste Storage between Waste Collection days
  - Please outline your waste storage plan. (i.e. where you store garbage & recyclables)  
\_\_\_\_\_  
\_\_\_\_\_
  - Who is responsible for ensuring this plan is implemented?  
\_\_\_\_\_

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## Lot Maintenance

- ☐ Placing waste and recyclables at the curb for pick-up in accordance with the City's Waste Collection By-law
- Do you have copies of the City's Standards and process for waste collection? i.e. Waste every other week, recycling and compost every week ☐ yes ☐ no  
If yes, have your tenants been made aware of these standards? ☐ yes ☐ no
  - What is your Waste collection day? \_\_\_\_\_
  - What is the time frame for placing waste out for pick-up each week?  
\_\_\_\_\_
  - Who is responsible for this? \_\_\_\_\_
- ☐ Returning waste 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 landlord/owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of landlord/owner

\_\_\_\_\_  
Date

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## Certificate of Insurance

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 No. \_\_\_\_\_ bedrooms and occupied by No. \_\_\_\_\_ tenants.**

Name of Owner of Insured Property	Name, Address & Phone of Insurance Agent (if applicable)
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 <b>and</b> Stamp of Authorized Representative of Insurer

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## Landlord/Owner's Authorization Form

Authorizing an Agent for a Residential Rental Housing Licence Application

### Municipal Address of Rental Property:

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

Agent Name

Telephone No.

E-mail

Address

City

Prov

Postal Code

☐ To prepare and submit an application to licence the property municipally known as \_\_\_\_\_ as a Residential Rental House, pursuant to City of Oshawa Business Licensing By-law 120-2005, on my behalf.

☐ To make decisions regarding the application or inspection requirements.

☐ Other (please state) \_\_\_\_\_

Landlord/Owner

Permanent Address

Telephone

Email Address

Signature:

Landlord/Owner

Permanent Address

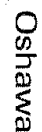
Telephone

Email Address

Signature:

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

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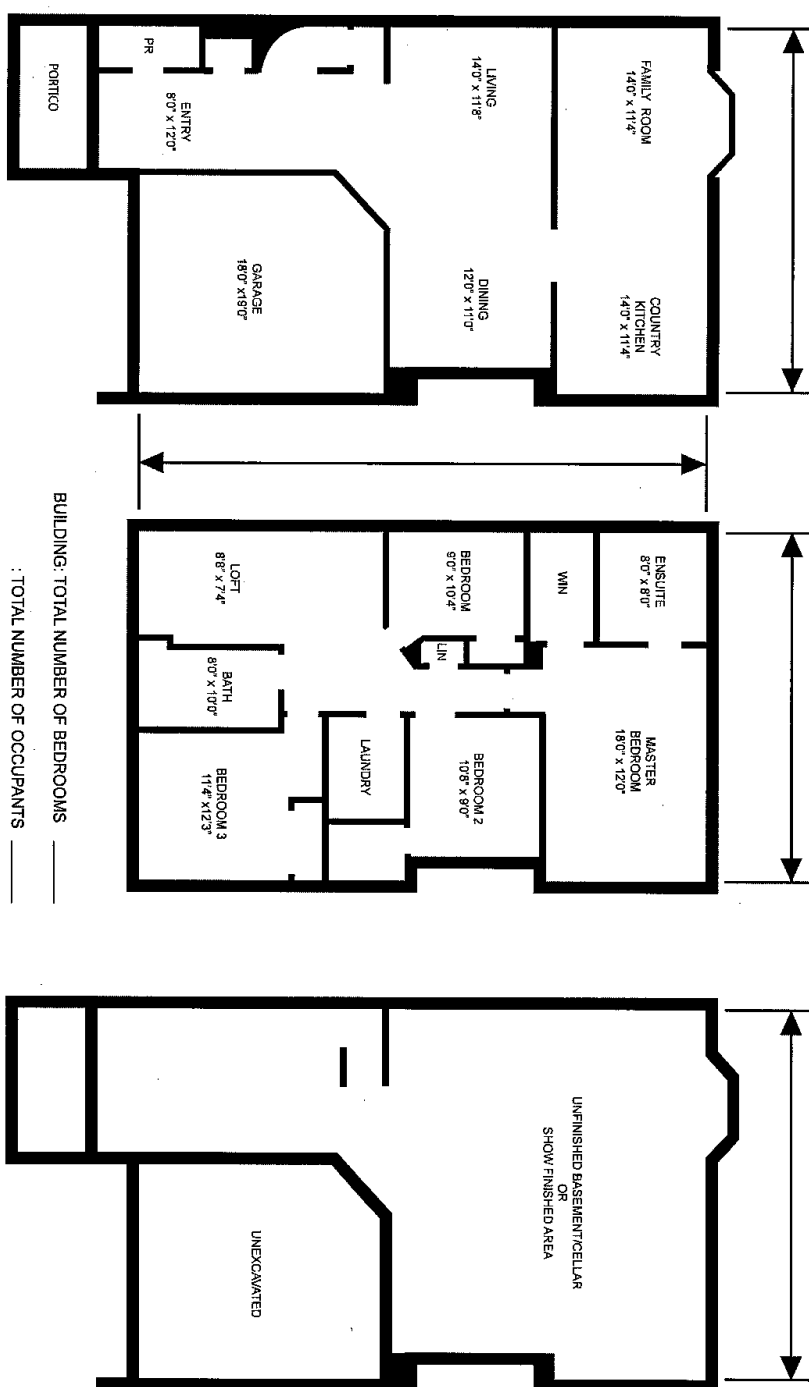


# RESIDENTIAL RENTAL UNIT LICENCE

## SAMPLE FLOOR PLAN

### SAMPLE FLOOR PLAN

**SAMPLE # A**



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**NOTE: IDENTIFY THE USE AND DIMENSIONS OF EACH ROOM**

## MAIN FLOOR

MAIN FLOOR GROSS FLOOR AREA

**% OF THE FLOOR AREA USED AS BEDROOMS**

## 2ND FLOOR

BUILDING: TOTAL NUMBER OF BEDROOMS

: TOTAL NUMBER OF OCCUPANTS

## BASEMENT

**BASEMENT GROSS FLOOR AREA**

**% OF THE FLOOR AREA USED AS BEDROOMS**

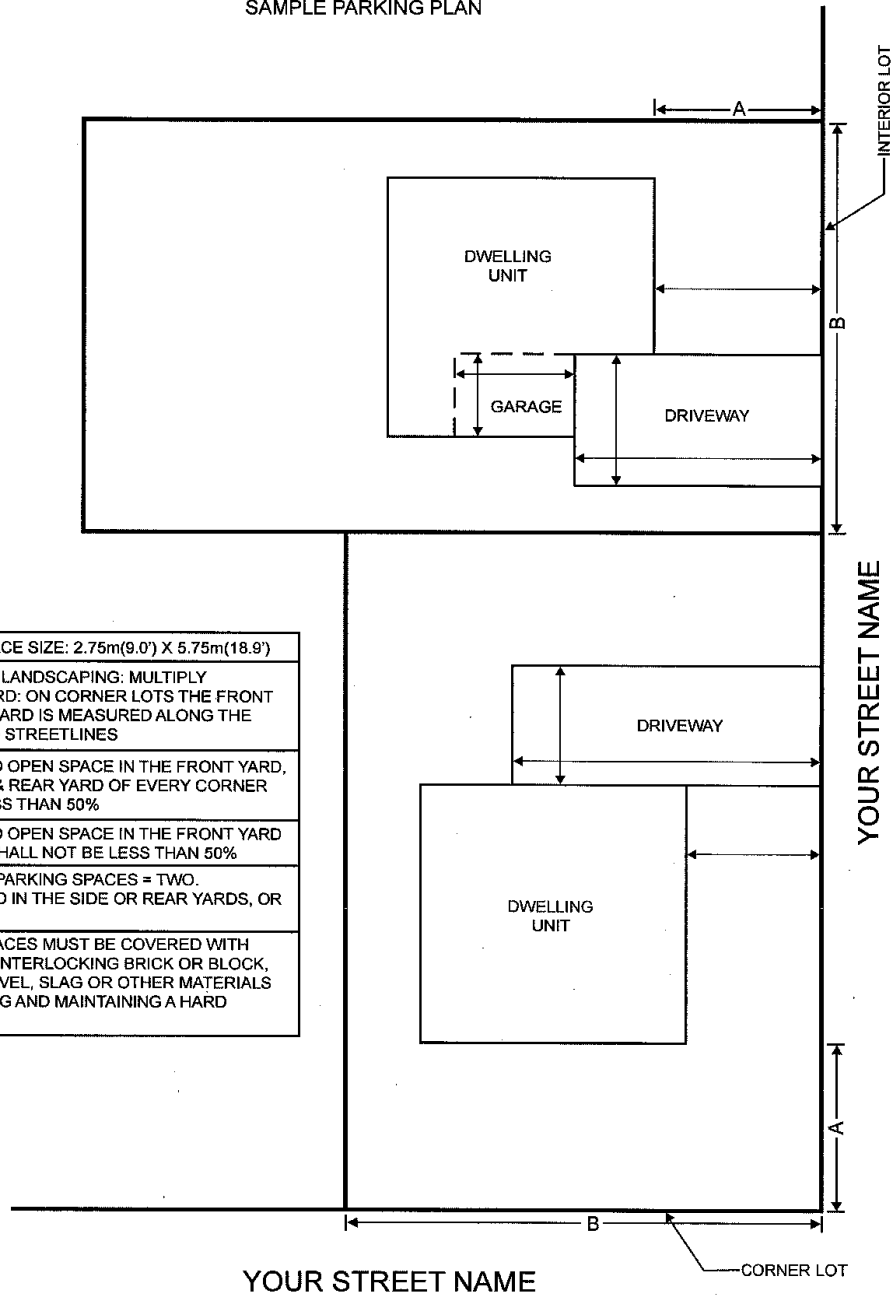
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## RESIDENTIAL RENTAL UNIT LICENCE

### 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



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**SAMPLE # B**

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