

Please refer to the License and Regulate Short Term Rentals By-law, if you require more information on the license process.

This application is for:       **New Application**                       **Renewal**

**Short Term Rental Property Information**

<b>Short Term Rental Address:</b>	
<b>Current Use of the Property:</b> (i.e. Single-Family Dwelling)	
<b>Proposed Number of Legal Bedrooms:</b>	
<b>Proposed STRA Occupant Load:</b> (Maximum 10 persons)	

**Applicant Information**

Applicant is:     **Owner**             **Authorized agent of owner**

<b>First and Last Name:</b>	
<b>Corporation or Partnership:</b>	
<b>Mailing Address:</b>	
<b>Email:</b>	
<b>Telephone Number: Alternative Number:</b>	

**Owner Information (If different from applicant)**

<b>First and Last Name:</b>	
<b>Corporation or Partnership:</b>	
<b>Mailing Address:</b>	
<b>Email:</b>	
<b>Telephone Number: Alternative Number:</b>	

### Required Documentation

#### Letter of Authorization (If the applicant is not the owner)

In the instance of an Applicant or Agent acting on behalf of the Owner, an owner's written authorization permitting the Applicant or Agent to act on their behalf is required. An authorization letter can be found on the Township's website [www.springwater.ca/STR](http://www.springwater.ca/STR).

Letter of Authorization is attached to the application:  **Yes**       **Not Applicable**

#### Copy/Photo of a Government Issued Photo I.D.

A copy of the applicants/owner government issued photo I.D. will be used to confirm ownership and provided information, i.e. Drivers License, Passport, Ontario Photo Card, Status Card.

Copy of Government Issued Photo I.D:  **Yes**

#### Proof of Ownership of Corporation or Partnership

If the property is owned by a Corporation or Partnership ownership; information for the corporation or partnership shall be provided to confirm ownership of the property.

Copy of the Corporation or Partnership Ownership Documents:

**Yes**       **Not Applicable**

#### Copy of the Transfer/Deed

A copy of the transfer/deed of ownership of the Short-term rental premises, if requested by the Township.

Copy of the Transfer/Deed is attached to the application:  **Yes**

### **Copy of the Liability Insurance Policy**

Proof of insurance specific to the rental nature of the Property that includes a limit of liability of not less than five million dollars (\$5,000,000.00) per occurrence for property damage and bodily injury and includes provision that the Township will be notified of any intended cancellation by the insurer not fewer than fifteen (15) days prior to such cancellation.

Copy of Liability Insurance Policy is attached to the application:  **Yes**

### **Site Plan**

A site plan is required. The site plan must contain the following; municipal address, property lines with dimensions, location and dimensions of all buildings, structures, septic systems, use of all buildings and structures, and location and dimensions of parking spaces and the parking area. For an example of a site plan please visit the Township's website [www.springwater.ca/STR](http://www.springwater.ca/STR).

Site plan is attached to the application:  **Yes**

### **Floor Plan**

A floor plan is required. The floor plan must contain the following; municipal address, layout and dimensions of all rooms and spaces on each storey, use of each room, number of persons per room, location of smoke and carbon monoxide alarms, location of all gas, electric, and wood burning appliances, entrances, exists, and fire escape routes. For an example of a floor plan please visit the Township's website [www.springwater.ca/STR](http://www.springwater.ca/STR).

Site plan is attached to the application:  **Yes**

### **Signed Renters Code of Conduct**

A signed renters code of conduct is required to process the application. The renters code of conduct can be found on the Township's website [www.springwater.ca/STR](http://www.springwater.ca/STR).

Signed Renters Code of Conduct is attached to the application:  **Yes**

### **Signed Owners Code of Conduct**

A signed owners code of conduct is required to process the application. The owners code of conduct can be found on the Township's website [www.springwater.ca/STR](http://www.springwater.ca/STR).

Signed Owners Code of Conduct is attached to the application:  **Yes**

### **Signed Responsible Persons Consent Form**

A signed responsible persons consent form is required to process the application. The responsible persons consent form can be found on the Township's website [www.springwater.ca/STR](http://www.springwater.ca/STR).

Signed Responsible Persons Consent Form is attached to the application:  **Yes**

### **Copy of Annual HVAC Inspection Report**

A HVAC inspection report issued by a HVAC technician, is required. The report is required to be updated annually.

Annual HVAC Inspection Report is attached to the application:  **Yes**

### **Copy of the WETT Report (Dated within 5 years)**

If the short-term rental premises has a wood burning appliance a Wood Energy Technical Transfer (WETT) report shall be provided. The WETT report shall be dated less than 5 years old issued by a Certified WETT Inspector.

WETT Inspection report is attached to the application:

**Yes**  **Not Applicable**

### **Copy of the Annual Chimney Inspection Report**

If the short-term rental premises has a wood burning appliance an annual inspection report shall be provided indicating that the chimney, flue pipes have been inspected by a WETT certified chimney sweep and are safe to be utilized.

Annual WETT Safety Inspection report is attached to the application:

**Yes**  **Not Applicable**

### **Statement**

A statement from the Owner certifying the accuracy, truthfulness, and completeness of the application. The statement can be found at our website [www.springwater.ca/STR](http://www.springwater.ca/STR).

Statement is attached to the application:  **Yes**

**License Fee**

Please be advised that a license will not be issued until the fee is paid in full. **The required license fee is \$1,250.00.**

Applicable license fee attached:     **Yes**             **No**

**Applicant's Signature**

I certify that the information contained in this application, attached schedules, attached plans and specifications and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application may contain "Personal Information" as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is collected pursuant to the Municipal Act, 2001 as amended. It will be used by the Township of Springwater to process this application to determine whether to issue a license, for administration of such license and for law enforcement purposes to ensure compliance with all applicable statutes, regulation and by-laws. Questions about this collection should be directed to the Issuer of Licenses, 2231 Nursery Road, Minesing ON, L0L 1Y2, 705-728-4784.