



Residential Rental Housing Renewal Application

Rental Property Information

Municipal Address of Rental Unit		Original Licence No.	
Type of Rental Unit			
<input type="checkbox"/> Single Detached	No of Bedrooms _____	<input type="checkbox"/> Double Duplex	No of Bedrooms _____
<input type="checkbox"/> Semi-Detached	_____	<input type="checkbox"/> Multiple Dwellings	_____
<input type="checkbox"/> Duplex	_____	<input type="checkbox"/> Townhouse	_____
<input type="checkbox"/> Triplex	_____		

Property Owner Information – as shown on the Transfer/Deed (Please Print)

Owner's name (or Corporation's name)		Business Operating Name (if applicable)	
Owner's full mailing address (street name and number, city, province and postal code)			
Business Telephone and Ext	Fax Number	Cell Phone Number	Email Address

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Owner's full mailing address (street name and number, city, province and postal code)			
Business Telephone and Ext	Fax Number	Cell Phone Number	Email Address

Property Manager's Information - if applicable

Property Manager's Name and Surname (Please Print)		Business Operating Name (if applicable)	
Property Manager's full mailing address (street name and number, city, province and postal code)			
Business Telephone and Ext	Fax Number	Cell Phone Number	Email Address

Declaration

I/We, _____, the undersigned,
declare/affirm as follows, that:

- a) I/We hereby declare that there has not been any change in ownership;
- b) I/We hereby declare that changes have not been made to the floor plan(s) and parking plan that were submitted with the original application, if the floor plan(s) and/or parking plan have been changed an updated plan(s) are attached;
- c) I/We hereby declare that no changes have been made to the maintenance plan submitted with the original application, if the maintenance plan has been changed an updated plan is attached;
- d) The statements contained in the Renewal Application and attached documents are true;
- e) The statements contained in the Renewal Application and attached documents are made with a full knowledge of the circumstances connected with the same; and
- f) I/We have read the declaration and notice contained below.

The issuance of the licence is not intended and shall not be construed as permission or consent by The Corporation of the City of North Bay for the holder of the licence to contravene or fail to observe or comply with any federal, provincial or municipal legislation.

Declared/Affirmed before me
at the City of North Bay, in
the District of Nipissing,
this _____ day of _____

A Commissioner for Taking
Affidavits, etc.

Required Documents

The following documents must be attached to this Renewal Application. **All costs incurred for obtaining any of the required documents will be the sole responsibility of the Applicant.**

- Copy of Transfer/Deed – only if a change in ownership has occurred
- Copy of PIN Sheet – only if a change in ownership has occurred.
- Copy of Rental Insurance (Minimum \$2,000,000.00 per occurrence)
- Copy of all written Leases relating to this rental property
- Copy of updated Maintenance Plan (if applicable)
- Copy of updated Floor Plan(s)/Parking Plan (if applicable)

If there have been changes made to the Floor Plan(s) and/or Parking Plan new plans are required to be submitted with this Renewal Application. The City of North Bay reserves the right to require a full application should changes in the Floor Plan(s) and/or Parking Plan be deemed substantial.

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of determining eligibility for licensing. Questions about this collection of personal information should be directed to the City Clerk, 200 McIntyre Street East, North Bay ON (705) 474-0626, ext. 2510.

Authorization

1. Consent of the Owner to the Use and Disclosure of Personal Information

I/We _____, am/are the owner(s) of the land that is the subject of this application and I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the *Municipal Freedom of Information and Protection of Privacy Act* for the purposes of processing this application.

Date

Signature of Owner

Date

Signature of Owner

If **All** Owner(s) of the Property cannot be present when the application is submitted, **All** of the Owner(s) must complete Sections 2 and 3, to authorize an Agent to make this application on their behalf.

2. Consent of Owner for Agent to Make the application

I/We _____, am/are the owner(s) of the land that is the subject of this application and I/we authorize _____ to make this application on my/our behalf.

Date

Signature of Owner

Date

Signature of Owner

3. Consent of the Owner for Agent to Provide Personal Information

I/We _____, am/are the owner(s) of the land that is the subject of this application and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*; I/we authorize _____ as my/our agent for this application, to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner

Date

Signature of Owner

4. Consent of the Agent to the Use and Disclosure of Personal Information

I/We _____, am/are the agents(s) of the land that is the subject of this application and I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the *Municipal Freedom of Information and Protection of Privacy Act* for the purposes of processing this application.

Date

Signature of Agent