

RESIDENTIAL RENTAL HOUSING LICENSING APPLICATION

An application must be filed for each individual Rental Property.

RENTAL PROPERTY INFORMATION

Municipal Address of Rental Unit	Application type New <input type="checkbox"/> Renewal <input type="checkbox"/> - Current Licence No. _____
Type of Rental Unit	No. of bedrooms
Single Detached <input type="checkbox"/>	_____
Semi-detached <input type="checkbox"/>	_____
Duplex <input type="checkbox"/>	_____
Triplex <input type="checkbox"/>	_____
Double Duplex <input type="checkbox"/>	_____
Multiple Dwellings <input type="checkbox"/>	_____
Townhouse <input type="checkbox"/>	_____

PROPERTY OWNER INFORMATION – if applicable, additional Owners must request and complete a form provided by the Customer Service and submit the completed form with this application.

Owner's name and surname (or Corporation's name) – Printed	Business Operating Name (if applicable) - Printed		
Owner's full mailing address (street name and number, city, province and postal code)			
Business telephone number and extension	Fax number	Cell phone number	Email address

Owner's name and surname (or Corporation's name) – Printed	Business Operating Name (if applicable) - Printed		
Owner's full mailing address (street name and number, city, province and postal code)			
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Owner's full mailing address (street name and number, city, province and postal code)			
Business telephone number and extension	Fax number	Cell phone number	Email address

PROPERTY MANAGER'S INFORMATION - if applicable

Property Manager's Name and Surname – Printed	Business Operating Name (if applicable) - Printed		
Property Manager's full mailing address (street name and number, city, province and postal code)			
Business telephone number and extension	Fax number	Cell phone number	Email address

REQUIRED DOCUMENTS

The following documents must be attached to this application before an application will be accepted. **All costs incurred for obtaining any of the required documents will be the sole responsibility of the Applicant.**

- Copy of current Parcel Register (PIN Sheet)
- Copy of Transfer/Deed
- Copy of all written Leases relating to this rental property
- Copy of Rental Insurance (\$2,000,000.00)

All corporate documentation must be dated within 15 days of this Application.

- Articles of Incorporation
- Corporate Profile Report

The Applicant must contact the Electrical Safety Authority directly at www.esasafe.com or 1-877-372-7233 in order to make arrangements for the required Electrical Safety Authority “general” inspection. All costs incurred will be the sole responsibility of the Applicant.

- Electrical Safety Authority General Inspection Report

All plans must receive approval from the City of North Bay before the required site inspections are completed.

- Parking Plan (See Checklist and example attached)
- Floor Plan (See Checklist and example attached)
- Lot Maintenance Plan (as attached)

PLEASE BE ADVISED THAT SITE INSPECTIONS FOR NEW APPLICATIONS OR RENEWALS ARE A REQUIREMENT OF THIS APPLICATION. THESE INSPECTIONS WILL BE CONDUCTED JOINTLY BY THE CITY OF NORTH BAY’S ZONING DEPARTMENT, BUILDING DEPARTMENT, FIRE DEPARTMENT AND THE BY-LAW ENFORCEMENT DEPARTMENT. ONCE YOUR APPLICATION HAS BEEN REVIEWED, YOU WILL BE CONTACTED BY THE BUILDING DEPARTMENT TO SCHEDULE AN APPOINTMENT FOR THE REQUIRED SITE INSPECTION.

Signature of Owner or Agent: _____ Date: _____

Signature of Owner or Agent: _____ Date: _____

Signature of Owner or Agent: _____ Date: _____

Signature of Owner or Agent: _____ Date: _____

For City Hall Use Only

Issue Date (dd/mm/yyyy)	Expiry date (2 years after date of issue)	Receipt Number	Fee paid (per rental unit) \$300 Non-Refundable	Licence Number
Payment Method				
<input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order				
Signature of person issuing or renewing licence				

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.

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QUESTIONNAIRE

IN ORDER TO ENSURE COMPLIANCE WITH THE REQUIREMENTS OF THE RESIDENTIAL RENTAL HOUSING LICENSING BY-LAW, WE REQUIRE THE FOLLOWING INFORMATION:

1. How many tenants reside in, or will be residing in, the building? _____
2. Will you be living in the building with the tenants? _____
3. Do you require the tenants to sign a lease? _____
4. If so, is there one lease that all tenants sign, or does each individual tenant sign a separate lease document? _____
5. What is the length of the term of the lease(s)? _____
6. Did, or will, your tenants be moving in individually or as a group? _____
7. Who collects the rent? _____
8. Do you have a superintendent or building manager? _____
9. In whose name are the utility bills listed? _____
10. Who pays the utility bills? (i.e. Landlord/superintendent/building manager versus tenants' responsibility.) _____
11. If one tenant moves out, who is responsible for finding a replacement? (i.e. Landlord/superintendent/building manager versus tenants' responsibility.) _____
12. If the tenants are responsible for finding a new tenant to move in, do they have to seek your approval of the new tenant, or the approval of the superintendent/building manager? _____

13. Who determines bedroom assignment? _____
14. Are there areas in the building that are locked and not accessible to the tenants? If so, what areas?

15. Do the tenants keep their bedrooms locked? _____
16. If so, why? _____

17. Do you impose any house rules? _____
18. Do you provide cleaning or housekeeping services? _____
19. Do you provide furniture for the residence? If so, for which room(s)? _____

20. Are the tenants responsible for providing any of their own furniture? If so, for which room(s)? _____

DECLARATION

I, _____, the undersigned, declare or affirm as follows, that:

- a) the statements herein contained in the said application and attached documents are true;
- b) the statements herein contained in the said application and attached documents are made with a full knowledge of the circumstances connected with the same; and
- c) I have read the declaration and notice contained below.

The undersigned agrees that the issuance of a licence will be subject to approvals from such municipal or provincial authorities or agencies as the Issuer of Licences deems necessary. 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.

Owner of Property

Authorized Agent

SWORN/AFFIRMED BEFORE me
at the City of North Bay
in the District of Nipissing,
this ____ day of _____, _____

Signature

A Commissioner for taking Affidavits, etc.

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RESIDENTIAL RENTAL HOUSING LICENSING APPLICATION 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 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 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 agent(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

RESIDENTIAL RENTAL HOUSING LICENSING APPLICATION

LOT MAINTENANCE PLAN REQUIREMENTS

Municipal Address of Rental Property: _____

As the owner of a Residential Rental House you are responsible for the maintenance of the property and the performance of regular maintenance work. As part of your application for your Residential Rental House it is important for the City to understand and concur with your plan.

- 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, debris or shopping carts on an ongoing basis:
 - Who is responsible for this work? _____
 - How often will the property be inspected? _____
 - Who is responsible for returning shopping carts to their rightful owner? _____

- Snow Removal:
 - What are your standards and frequency for clearing your property and any abutting public sidewalks? _____

 - Who is responsible for this work? _____

- Salting/Sanding for ice and slippery conditions:
 - What are your standards and frequency? _____

 - 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 plan _____

- Who is responsible for ensuring this plan is implemented? _____

Placing garbage and recyclables at the curb for pick-up in accordance with the City's Waste Collection By-Law:

- Who is responsible for this? _____
- Are they aware of the City's Standards and process for collection? _____
- What is your garbage collection day? _____
- What is the time frame for placing garbage out for pick-up? _____

Returning garbage 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 Number for the person(s) responsible for carrying out each of the maintenance items noted at the Residential Rental Property.

Name: _____

Name: _____

Address: _____

Address: _____

Phone Number: _____

Phone Number: _____

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 Owner: _____

Date: _____

Signature of Owner: _____

Date: _____

Signature of Owner: _____

Date: _____

Site Plan and Floor Plan Checklist

Owner(s)/applicant(s) are to review the checklist and ensure that plans being submitted for the Residential Rental Housing By-Law Licensing Application have the following information on the drawing. The sample plans attached may be used as a reference for clarification.

SITE PLAN

- Measurements of the length and width of the property
- The distance the house is set back on the property from the street
- Driveway measurements to include the length and width

FLOOR PLANS (TO INCLUDE EVERY STOREY)

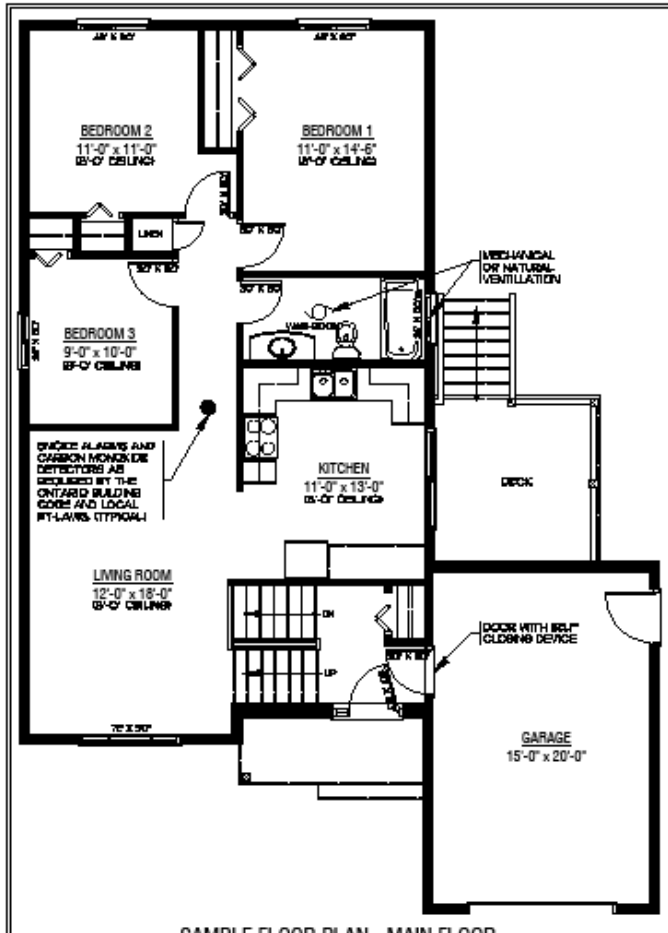
- Rooms and spaces to be clearly named /identified
- Room measurements to include the length and width

WINDOWS AND DOORS

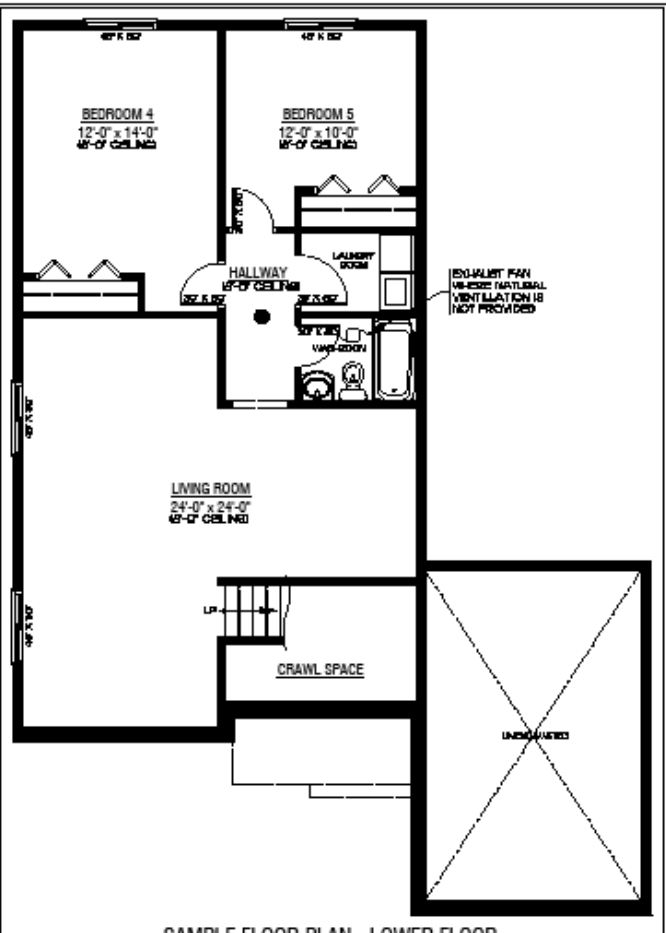
- Window locations and sizes to include length and width
- Door locations and sizes to include length and width

OTHER

- Ceiling heights
- Smoke alarm locations
- Carbon monoxide locations
- Locations of exhaust fans



SAMPLE FLOOR PLAN - MAIN FLOOR



SAMPLE FLOOR PLAN - LOWER FLOOR

BUILDING NOTES

NUMBER OF BEDROOMS: _____
 NUMBER OF OCCUPANTS: _____

MAIN FLOOR

GROSS FLOOR AREA: _____
 FLOOR AREA BEDROOM 1: _____
 FLOOR AREA BEDROOM 2: _____
 FLOOR AREA BEDROOM 3: _____
 TOTAL BEDROOM FLOOR AREA: _____
 PERCENTAGE FOR BEDROOMS: _____

LOWER FLOOR

GROSS FLOOR AREA: _____
 FLOOR AREA BEDROOM 4: _____
 FLOOR AREA BEDROOM 5: _____
 TOTAL BEDROOM FLOOR AREA: _____
 PERCENTAGE FOR BEDROOMS: _____



**SAMPLE FLOOR PLANS
 RESIDENTIAL RENTAL HOUSING
 BY-LAW LICENSING APPLICATION**

