



Residential Rental Licence Application

New or Renewal

Under By-law 14-2023

Legal and Legislative Services
Licensing Division

350 City Hall Square W, Suite 110
Windsor, Ontario N9A 6S1

(519) 255-6200, Option 1 licences@citywindsor.ca

Section 1. Applicant Information

Name _____ Date of Birth _____

Home Address _____

Postal Code _____ Phone _____ Email _____

I have previously held a municipal licence in Windsor. Yes No

If yes: Year _____ Type _____

I have been convicted of a criminal offence for which a pardon has not been granted. Yes No

If yes: Year _____ Location _____

I am a registered owner of the Rental Housing Unit described in Section 2. Yes No

Section 2. Rental Housing Unit Information

Street Address _____ Unit # _____ Postal Code _____

Has this unit previously been licensed as a residential rental by the current owner or owners? Yes No

Does this unit include habitable rooms located below ground level or in a basement? Yes No

Is this unit currently occupied? Yes No

How many bedrooms does this unit contain? _____

Section 3. Owner Information

Please provide the following information for all registered property owners. Leave this section blank if the Applicant is also the sole property owner. If an Owner is a partnership, include the name and contact information for each partner. If an Owner is a corporation, include the name and contact information of each director, officer, and shareholder who holds more than 30% of issued shares. A Business Ownership Declaration Form is required for owners who are partnerships or corporations. If more space is needed, please provide additional owner information on a separate page with your completed application.

The property described in **Section 2** is owned wholly by or in part by a corporation. Yes No

The property described in **Section 2** is owned wholly or in part by a partnership. Yes No

Note: Criminal record checks are required for all Owners. If an Owner is a corporation, record checks are required for any holder of at least 30% of shares.

Name _____ Date of Birth _____

Home Address _____

Postal Code _____ Phone _____ Email _____

Name _____ Date of Birth _____

Home Address _____

Postal Code _____ Phone _____ Email _____

I have included a separate sheet with contact information for additional owners. Yes No

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Property Standards and Safety Checklist

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Section A. Rental Housing Unit Identification

Street Address _____ Unit # _____

Section B. Property and Grounds

Outdoor spaces including front, side, and rear yards as well as alleyways and parking areas.

Condition	OK	N/A
Municipal address number is clearly visible from the road.	<input type="checkbox"/>	<input type="checkbox"/>
Yards are appropriately graded and free of holes, rubbish, standing water, or other safety hazards.	<input type="checkbox"/>	<input type="checkbox"/>
Suitable groundcover is kept no more than 12" tall and all noxious weeds or dead, damaged, or decaying trees are removed.	<input type="checkbox"/>	<input type="checkbox"/>
Walkways are reasonably smooth, slip-free, and safe for pedestrian traffic.	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor lighting is in good visual condition and safe working order.	<input type="checkbox"/>	<input type="checkbox"/>
Outside garbage containers are stored appropriately in side or rear yards and kept in clean condition.	<input type="checkbox"/>	<input type="checkbox"/>
Required sound barriers are safe, well maintained and structurally sound.	<input type="checkbox"/>	<input type="checkbox"/>
Fences, gates, retaining walls, and other fixtures are safe, well maintained, and function as designed.	<input type="checkbox"/>	<input type="checkbox"/>
Swimming pool is kept in seasonal good working order and is appropriately enclosed and secured.	<input type="checkbox"/>	<input type="checkbox"/>
Parking areas are appropriately constructed, lit, and maintained.	<input type="checkbox"/>	<input type="checkbox"/>
No damaged or inoperative vehicles on the property.	<input type="checkbox"/>	<input type="checkbox"/>
No dilapidated or collapsed structures on the property.	<input type="checkbox"/>	<input type="checkbox"/>
No graffiti, stains, or other defacement on the property.	<input type="checkbox"/>	<input type="checkbox"/>

Section C. Building Exterior

Structural components that are exposed to outdoor spaces.

Condition	OK	N/A
Roofs and components (fascia, soffits, flashings, solar panels, etc.) are in good repair, water tight, and structurally sound.	<input type="checkbox"/>	<input type="checkbox"/>
Chimneys, vent pipes, or flues are safe, appropriate, and clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>
Eaves troughs, gutters, and downpipes are present, in good repair, and free of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>
Storm water runoff is appropriately controlled to prevent flooding and nuisance to neighbouring properties.	<input type="checkbox"/>	<input type="checkbox"/>
Doors, windows, and skylights are in good repair and weather tight.	<input type="checkbox"/>	<input type="checkbox"/>
Porches, landings, balconies, canopies, awnings, and fire escapes are safe, structurally sound, and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>
Guards, balustrades, railings, or screens are safe, structurally sound, and kept in good repair.	<input type="checkbox"/>	<input type="checkbox"/>
Exterior staircases are appropriately constructed, including required guards or handrails, and kept in good repair.	<input type="checkbox"/>	<input type="checkbox"/>
Walls are watertight and in good repair with no damaged, defective, unsecured, or deteriorating materials.	<input type="checkbox"/>	<input type="checkbox"/>
Walls and foundations are free from any conditions that may result in pest infestation.	<input type="checkbox"/>	<input type="checkbox"/>
Foundations, piers, posts, or supports are appropriately constructed, structurally sound, and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>

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Section D. Occupancy, Passageways, and Fire Safety

Equipment and structural elements that manage safety risks related to emergency exiting and fire spread.

Condition	OK	N/A
Smoke detection and carbon monoxide alarms are located correctly, in good condition, and fewer than 10 years old.	<input type="checkbox"/>	<input type="checkbox"/>
Fire detection, alarm, and sprinkler systems are in working condition and routinely tested and/or serviced.	<input type="checkbox"/>	<input type="checkbox"/>
All required fire separations, smoke seals, and fire stopping systems are present and well maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Interior stairs are appropriately constructed and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>
Number of unit residents complies with habitable floor area minimums prescribed in the Property Standards By-law.	<input type="checkbox"/>	<input type="checkbox"/>
Number of unit residents in each bedroom complies with floor area minimums prescribed in the Property Standards By-law.	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling heights over any means of egress meet or exceed prescribed minimums in the Property Standards By-law.	<input type="checkbox"/>	<input type="checkbox"/>
All means of egress are well maintained and free of obstructions, including garbage, refuse, appliances, or furniture.	<input type="checkbox"/>	<input type="checkbox"/>
Safe, continuous, unobstructed passage from inside the unit to the building exterior at or near grade level is present.	<input type="checkbox"/>	<input type="checkbox"/>
No required means of egress passes through an attached garage or an enclosed part of another dwelling unit.	<input type="checkbox"/>	<input type="checkbox"/>

Section E. Building Interior

General standards for all rooms used or capable of being used for living, sleeping, cooking, or eating purposes.

Condition	OK	N/A
Walls and ceilings in good condition and free from large holes, cracks, leaks, loose material, or visible mould and mildew.	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling heights over required floor areas meet or exceed prescribed minimums in the Property Standards By-law.	<input type="checkbox"/>	<input type="checkbox"/>
Habitable spaces, common areas, corridors, and exits have adequate artificial lighting available at all times.	<input type="checkbox"/>	<input type="checkbox"/>
Electrical switches and outlets are secured with cover plates.	<input type="checkbox"/>	<input type="checkbox"/>
Doors, windows, and skylights are in good working condition and free from cracks or broken glass.	<input type="checkbox"/>	<input type="checkbox"/>
Door and window screens, hardware, and locking or safety devices are present as required and in good working order.	<input type="checkbox"/>	<input type="checkbox"/>
Doors and operable windows can be opened from the inside without using specialized tools.	<input type="checkbox"/>	<input type="checkbox"/>
Required windows for each room meet or exceed prescribed minimums in the Property Standards By-law.	<input type="checkbox"/>	<input type="checkbox"/>
Adequate airflow, either from an operable window or mechanical ventilation, provided.	<input type="checkbox"/>	<input type="checkbox"/>
Floors and finished flooring is in good condition and free of trip hazards, holes, cracks, or visible mould and mildew.	<input type="checkbox"/>	<input type="checkbox"/>
Heating systems and filtration equipment are kept in a good state of repair and in a safely operable condition.	<input type="checkbox"/>	<input type="checkbox"/>
Fuel-burning heating equipment (furnaces, stoves, etc.) is correctly installed and kept in a good state of repair.	<input type="checkbox"/>	<input type="checkbox"/>
Habitable spaces are able to maintain a room temperature of at least 22 degrees Celsius.	<input type="checkbox"/>	<input type="checkbox"/>
No habitable area is equipped with portable heating equipment as a primary source of heat.	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing, including drains, supply pipes, and fixtures, is free of leaks and defects and protected from freezing.	<input type="checkbox"/>	<input type="checkbox"/>
Sewage discharges directly into the municipal sewage system or an acceptable alternative maintained in good repair.	<input type="checkbox"/>	<input type="checkbox"/>



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Section F. Kitchens and Bathrooms

Interior spaces or rooms primarily intended for either preparing and cooking food or personal washing and sanitation.

Condition	OK	N/A
Cabinets, cupboards, shelves and countertops are structurally sound and free from cracks and deterioration.	<input type="checkbox"/>	<input type="checkbox"/>
Sinks, bathtubs, showers, and toilets receive sufficient water flow, drain properly, and are free from leaks.	<input type="checkbox"/>	<input type="checkbox"/>
Bathroom door can be secured from the inside and opened from outside the room in an emergency.	<input type="checkbox"/>	<input type="checkbox"/>
Hot water provided by fixtures is at least 43 degrees Celsius.	<input type="checkbox"/>	<input type="checkbox"/>
No toilets located in rooms used or intended for use for sleeping or preparing, consuming, or storing food.	<input type="checkbox"/>	<input type="checkbox"/>

Section G. Basements

Specific additional requirements for spaces located partly or entirely below ground level.

Condition	OK	N/A
Habitable rooms are accessible without passing through a service room (furnace room, boiler room, storage room, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
Habitable rooms are separated from service rooms by a suitable fire separation.	<input type="checkbox"/>	<input type="checkbox"/>
Window size, location, and function meet or exceed the minimum requirements of the Property Standards By-law.	<input type="checkbox"/>	<input type="checkbox"/>
Unfinished basements, crawl spaces, or cellars are provided with adequate ventilation to the outdoors.	<input type="checkbox"/>	<input type="checkbox"/>

Section H. Applicant Declaration

The information collected in this application includes personal information as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, a statute of the Province of Ontario. The information will be used only for the administration and enforcement of the licence that is being applied for and will not be used for any other reason. I consent to the City of Windsor collecting the personal information for the reasons stated herein.

I am aware that the following City of Windsor by-laws may apply to the Residential Housing Unit identified in this licence application and that these by-laws can be found on the City of Windsor's website or can be provided for me to review upon request and I have either reviewed these by-laws or have had a reasonable opportunity to do so:

- [Property Standards By-law 9-2019](#)
- [Fence By-law 170-2012](#)
- [Swimming Pool By-law 63-2021](#)
- [Yard Maintenance and Anti-Littering By-law 3-2006](#)
- [Waste Collection By-law 2-2006](#)

I understand that this document does not contain a comprehensive list of all specific conditions to be evaluated in determining whether the licence will be issued.

In completing this form, I evaluated the dwelling unit described in Section A and the property on which it is located for compliance with City by-laws and all other applicable laws. By signing below, I declare and affirm that the information provided by this list is a true and accurate representation of the condition of said unit.

Applicant Name

Applicant Signature

Date