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. Appl	icant Informati	on			
Name				Date of Birth	
Postal Code		Phone		Email	
I have previously held a r	nunicipal licence in \	Windsor.		Yes	No
If yes:	Year	Туре			
I have been convicted of If yes:		r which a pardon has not beer		Yes	No
I am a registered owner o	of the Rental Housin	g Unit described in Section 2.		Yes	No
Section 2. Rent	al Housing Un	it Information			
Street Address			Unit #	Pc	ostal Code
Has this unit previously b	een licensed as a re	sidential rental by the current	owner or owners?	Yes	No
Does this unit include hal	oitable rooms located	d below ground level or in a ba	asement?	Yes	No
Is this unit currently occu	pied?			Yes	No
How many bedrooms doe	es this unit contain?				
Section 3. Own	er Information				
a partnership, include the na officer, and shareholder who	me and contact inform holds more than 30%		er is a corporation, incl nership Declaration Fo	ude the name and co orm is required for ow	
The property described in	Section 2 is owned	d wholly by or in part by a corp	oration.	Yes	No
The property described in	Section 2 is owned	d wholly or in part by a partner	ship.	Yes	No
Note: Criminal record check	s are required for all O	wners. If an Owner is a corporatio	n, record checks are r	equired for any holde	er of at least 30% of shares.
Name				Date of Birth	
Home Address					
Postal Code		Phone		Email	
Name				Date of Birth	

I have included a separate sheet with contact information for additional owners.

Yes No

Email

Phone _

Home Address

Postal Code



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Section 4. **Operator Information**

All persons who operate, maintain, or are otherwise responsible for managing or addressing issues related a Rental Housing Unit who are not a registered owner of the property (e.g., property managers) must be listed on this application, including the name of the business they represent and their title or role in the company.

If the Applicant (Section 1) or another Owner (Section 3) does not live in Windsor or Essex County, a Local Contact who does must be provided.

Individual Name			
Business Name		Title	
Address			
Postal Code	Phone	Email	
Additional Operators (if appli	cable)		
Individual Name			
Address			
Postal Code			
Individual Name			
Business Name		Title	
Address			
Postal Code	Phone	Email	
have included a separate sheet w	vith contact information for additional operators.	Yes	No
Section 5. Administrat			

Please note: all documents must be presented by the Applicant or their agent in-person at the Licensing Counter as originals or certified or notarized copies.

Business Ownership Declaration Form *	Only required for properties owned by companies, not individual persons.
Corporation Profile Report	Must be submitted within 30 days of profile report issuance.
Criminal Record Check for all Owners	Must be submitted within 30 days of issuance from local police service.
Electrical System Safety Assessment	Must be dated no more than 6 months prior to licence application.
Partnership agreement	Required for properties owned by partnership companies only.
Proof of Applicant citizenship or work status **	E.g. Canadian birth certificate or passport, work permit, PR Card
Proof of Owner(s) identity **	E.g. passport, driver's licence, provincial ID card, Indian Status card
Proof of property insurance	Must indicate at least \$2,000,000 liability coverage and that unit is a rental.
Proof of property ownership	E.g. property title, deed, recent property tax bill
Property Standards and Safety Checklist *	Must be completed and signed by an Owner or their Authorized Agent.

^{*} Business Ownership Declaration Forms, the Property Standards and Safety Checklist, and additional information are available at citywindsor.ca/rrl.

^{**} Two pieces of government-issued ID are required for each individual listed in Section 1 and 3. Only the Applicant must show legal work status in Canada. 2023-06-14 Page 2 of 3

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Section 5. Administration (continued)

Licence Fees

Applications must be submitted in-person at 350 City Hall Square West, Suite 110. Licence renewals are due annually by May 31. A 50% late application fee is added to renewals received on or after June 1. Owners and Operators can face further penalties for operating without a valid licence.

Licence Application Type (select one): New Licence (\$466) Licence Renewal (\$275)

Declarations

Please confirm your awareness and understanding of the following licence requirements by checking the box next to each item.

I confirm and attest that the dwelling unit described in of this form:

Complies with the Building Code Act, 1992, as amended, or any regulations made under it, including the Building Code;

Complies with the Fire Protection and Prevention Act, 1997, as amended, or any regulations under it, including the Fire Code;

Complies with the Electricity Act, 1998, as amended, or any regulations under it, including the Electrical Safety Code;

Complies with all applicable City by-laws.

I am aware of all relevant federal and provincial legislation, including the Ontario *Residential Tenancies Act*, 2006, and *Human Rights Code*, R.S.O. 1990, c. H.19, as amended, and will maintain compliance with all such legislation.

I am aware of the following City of Windsor By-laws, as amended, or their successor by-laws, and will comply with them:

Property Standards By-law 9-2019;

Zoning By-law 8600

Noise By-law 6716

Parking By-law 9023

Ice and Snow Removal By-law 8544

Waste Collection By-law 2-2006

Yard Maintenance and Anti-Littering By-law 3-2006

The information contained in this application and other attached documentation is true, accurate, and complete.

NOTICE REGARDING COLLECTION OF PERSONAL INFORMATION

Personal information collected on this form and any appendices attached is requested under the authority of the *Municipal Act*, *City of Windsor Act*, and City of Windsor Residential Rental Licensing By-law 14-2023. This information is required in order to process, issue, monitor, regulate and investigate licenses issued by the Licence Commissioner. The name and business address of the licensee is public information. Any other personal information collected will only be used for investigative purposes. Questions regarding this collection can be made to: 350 City Hall Square W. Suite 110, Windsor, ON N9A 6S1, 519-255-6200.

Applicant Name	Applicant Signature	Date

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Property Standards and Safety Checklist

Legal and Legislative Services
Licensing Division

For Residential Rental Licence Application

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

Under By-law 14-2023

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	ОК	N/A
Municipal address number is clearly visible from the road.		
Yards are appropriately graded and free of holes, rubbish, standing water, or other safety hazards.		
Suitable groundcover is kept no more than 12" tall and all noxious weeds or dead, damaged, or decaying trees are removed.		
Walkways are reasonably smooth, slip-free, and safe for pedestrian traffic.		
Outdoor lighting is in good visual condition and safe working order.		
Outside garbage containers are stored appropriately in side or rear yards and kept in clean condition.		
Required sound barriers are safe, well maintained and structurally sound.		
Fences, gates, retaining walls, and other fixtures are safe, well maintained, and function as designed.		
Swimming pool is kept in seasonal good working order and is appropriately enclosed and secured.		
Parking areas are appropriately constructed, lit, and maintained.		
No damaged or inoperative vehicles on the property.		
No dilapidated or collapsed structures on the property.		
No graffiti, stains, or other defacement on the property.		
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.		
Chimneys, vent pipes, or flues are safe, appropriate, and clear of obstructions.		
Eaves troughs, gutters, and downpipes are present, in good repair, and free of obstructions.		
Storm water runoff is appropriately controlled to prevent flooding and nuisance to neighbouring properties.		
Doors, windows, and skylights are in good repair and weather tight.		
Porches, landings, balconies, canopies, awnings, and fire escapes are safe, structurally sound, and in good repair.		
Guards, balustrades, railings, or screens are safe, structurally sound, and kept in good repair.		
Exterior staircases are appropriately constructed, including required guards or handrails, and kept in good repair.		
Walls are watertight and in good repair with no damaged, defective, unsecured, or deteriorating materials.		
Walls and foundations are free from any conditions that may result in pest infestation.		
Foundations, piers, posts, or supports are appropriately constructed, structurally sound, and in good repair.		

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Section D. Occupancy, Passageways, and Fire Safety

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

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

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Section F.	Kitchens and Bathrooms		
nterior spaces	or rooms primarily intended for either preparing and cooking food or personal washing and sanitation.		
Condition		ОК	N/A
Cabinets, cupt	ooards, shelves and countertops are structurally sound and free from cracks and deterioration.		
Sinks, bathtub	s, showers, and toilets receive sufficient water flow, drain properly, and are free from leaks.		
Bathroom doo	can be secured from the inside and opened from outside the room in an emergency.		
Hot water prov	ided by fixtures is at least 43 degrees Celsius.		
No toilets loca	ed in rooms used or intended for use for sleeping or preparing, consuming, or storing food.		
Section G.	Basements		
Specific addition	nal requirements for spaces located partly or entirely below ground level.		
Condition		ОК	N/A
Habitable roon	ns are accessible without passing through a service room (furnace room, boiler room, storage room, etc.).		
Habitable roon	ns are separated from service rooms by a suitable fire separation.		
Window size, I	ocation, and function meet or exceed the minimum requirements of the Property Standards By-law.		
Unfinished bas	ements, crawl spaces, or cellars are provided with adequate ventilation to the outdoors.		
(11	A college (Declare)		
Section H.	Applicant Declaration		
and Pr enforce collecti	ormation collected in this application includes personal information as defined in the <i>Municipal Freedom of Info</i> otection of <i>Privacy Act</i> , a statue of the Province of Ontario. The information will be used only for the administral ement of the licence that is being applied for and will not be used for any other reason. I consent to the City of ong the personal information for the reasons stated herein.	ition and Windsor	
applica	tion and that these by-laws can be found on the City of Windsor's website or can be provided for me to review tand I have 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