



Short-Term Rental Licence Application

New or Renewal

Under By-law 115-2022

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

FOR OFFICE USE ONLY

Licence #		MAT #	
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Section 1. Proposed Short-Term Rental Unit Identification

Street Address		Postal Code	
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Note: the property in Section 1 must be the principal residence of at least one Applicant.

Section 2. Applicant Information

Primary Applicant

Name		Date of Birth	
Street Address		Postal Code	
Email Address		Phone Number	

Have you ever had any previous municipal licence(s)?

Yes No

If yes, please provide the licence type and the last year of issuance:

Licence Type		Year	
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Have you ever been convicted of any criminal offence in Canada or any other country for which a pardon has not been granted?

Yes No

If yes, please provide the location where the offence occurred and the year of conviction:

Location		Year	
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Is the Primary Applicant a tenant of the dwelling unit described in Section 1?

Yes No

Note: If the dwelling unit described in Section 1 is rented, every tenant of the unit must be listed below. If the dwelling unit is owned, all registered owners must be listed below.

Joint Applicants (if applicable)

Name		Date of Birth	
Name		Date of Birth	
Name		Date of Birth	
Name		Date of Birth	

Section 3. Property Owner Information (if different from above)

Name		Phone Number	
Street Address		Postal Code	
City, Province		Email	



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Section 4. 24 Hour Operator Contact Information

Is the Primary Applicant listed in Section 2 also the Primary Operator (24 Hour contact should issues arise)?

Yes No

Note: All persons responsible for the care and control of the proposed short-term rental unit who are not owners or tenants must be listed below.

Primary Operator

Name		Date of Birth	
Street Address		Main Phone	
Business Name		Alt Phone	

Secondary Operator

Name		Date of Birth	
Street Address		Main Phone	
Business Name		Alt Phone	

Section 5. Proposed Short-Term Rental Property Information

Building Information

What type of building is the unit described in Section 1 located in?

- Single Unit (house)
- Semi-detached (side-by-side)
- Duplex (one unit above the other with no connection between units)
- Townhome (row of three or more dwellings)
- Multiple Unit (building containing at least three units that is not listed above)

Is this an Additional Dwelling Unit (ADU)?

Yes No

Is this dwelling unit located in a condominium?

Yes No

How many bedrooms does the unit contain in total? (please specify) _____

How many bedrooms are located in a basement? (please specify) _____

Rental Offerings and Brokerage Information

Which amenities do you intend to offer? (please select all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Private Room (with or without shared spaces) | <input type="checkbox"/> Private Bathroom |
| <input type="checkbox"/> Private Suite (bedroom plus other rooms) | <input type="checkbox"/> Private kitchen or kitchenette |
| <input type="checkbox"/> Entire dwelling unit | <input type="checkbox"/> Fuel-burning appliance or fireplace (gas, propane, oil, wood) |

Which brokerage platform(s) do you intend to use to market your short-term rental? (please specify)



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Section 6. Administration and Declarations

The following documents must be provided for all applicants for **new or renewal** applications:

- Proof of Canadian residency *Two (2) pieces of government-issued identification including one Photo ID as well as one demonstrating proof of Status in Canada (e.g. birth certificate, Canadian passport, Canadian citizenship card, work permit, etc.)*
- Valid photo identification
- Proof of insurance *Valid home liability insurance in an amount no less than \$2,000,000.*
- Criminal record check *Must be submitted within thirty (30) days of issuance.*
- Proof of principal residence *E.g. Driver's licence, tenancy agreement.*

For **new** applications where the Primary Applicant is a registered owner of the property:

- Proof of property ownership *E.g. Property title or deed.*

For **new** applications where the Primary Applicant is not a registered owner of the property:

- Proof of tenancy *E.g. Lease agreement.*
- Notarized letter of permission from registered property owner *Must include explicit permission to operate a short-term rental in the unit.*

For **new** applications where the unit is located in a condominium building:

- Notarized letter of permission from condo corporation *Must include explicit permission to operate a short-term rental in the unit.*

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- Zoning confirmation *Letter from Planning & Development Services confirming unit zoning.*

Licensing Fees

Please return this application with your payment to the Licensing Division at 350 City Hall Square West, Suite 110. The licence renewal deadline is November 30th annually. A 50% late penalty is added to the licence fee on December 1st. The applicant could face further penalties or fines for operating without a valid Short-Term Rental Licence.

New Licence (\$232)

New Licence after August 1st (\$136)

Licence Renewal (\$191)

Declarations

I, the undersigned, confirm and attest that:

- Smoke alarms are installed on all levels of the dwelling, outside all sleeping areas, between the sleeping areas and the remainder of the unit, and are maintained in operating condition in accordance with the manufacturer's instructions.
- If the dwelling has a fuel burning appliance, fireplace, or is connected to a garage, carbon monoxide alarms are installed adjacent to each sleeping area and maintained in operating condition in accordance with the manufacturer's instructions.
- All bedrooms in the dwelling unit are part of the original construction or lawfully constructed under the authorization of a building permit.
- The dwelling unit described in Section 1 is located in an area that permits residential uses and is otherwise in compliance with all applicable law, including the requirements of the *Building Code Act, 1992*, S.O. 199, c. 23 and the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4.
- 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 Licensing By-law 395-2004. This information is required in order to process, issue, monitor, regulate and investigate the various 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.

DATE (MM/DD/YYYY)

APPLICANT NAME

APPLICANT SIGNATURE