



SHORT-TERM RENTAL BROKERAGE APPLICATION FORM

THE APPLICATION PROCESS

This package contains the necessary application and forms to obtain a Short-Term Rental (STR) Brokerage licence in the City of Vaughan. To apply, persons must submit a completed application in-person at the location listed below, pay the applicable fee as listed at vaughan.ca/ShortTermRentals as per the [Short-Term Rental Licensing By-law 158-2019](#) (PDF) and provide government-issued identification and any other relevant information requested by the Licensing Officer.

Where to apply

By-law and Compliance, Licensing and Permit Services department, City of Vaughan

Phone: 905-832-2281 | Fax: 905-832-8549 | Email: bylaw@vaughan.ca

Website: vaughan.ca/ShortTermRentals

Vaughan City Hall, Level 100, 2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1

Hours: Monday to Friday, 8:30 a.m. to 4 p.m., except for statutory holidays

Who can submit the application?

As per the table below, the following persons can submit an application. Note that an “authorized agent” may also submit the application, provided he or she also submits a letter of authorization on company letterhead. The letter of authorization should identify the specific authorities of the authorized agent, such as making an application, renewing a licence or otherwise complying with the provisions of this by-law.

Applicant	Persons who can submit the application and who have signing authority for letters on behalf of the applicant
Sole proprietorship	The sole proprietor
Partnership	A partner
Corporation	An officer or director

MORE INFORMATION

For further information on Short-Term Rental regulations, visit vaughan.ca/ShortTermRentals or contact the By-law and Compliance, Licensing and Permit Services department at bylaw@vaughan.ca.

THE APPLICATION

Section 1 – Applicant information	
The applicant is the entity seeking to be licensed.	
Registered business name (as per Articles of Incorporation or Master Business Licence)	Type of applicant <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
Operating business name (if different than registered business name)	
Name of person submitting the application	
Relationship to applicant <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partner <input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Authorized agent	
Position of person submitting the application	
Business address (street number, street name)	Unit
City	Province
Country	Postal code/zip code
Business telephone number	Alternative telephone number
Email address	Fax number
Section 2 – Mailing address (if different from above)	
Address (street number, street name)	Unit
City	Province
Country	Postal code/zip code

Information about your business	
Which status applies to your business? <input type="checkbox"/> New business <input type="checkbox"/> Existing business with new owner <input type="checkbox"/> Existing business starting operation in Vaughan	Anticipated start date of operation (dd/mm/yy)
Section 11 – Municipal Accommodation Tax	
Those who operate Short-Term Rentals are required to remit Municipal Accommodation Tax (MAT) on all Short-Term Rental stays. To learn more and register, go to vaughan.ca/MAT .	
City of Vaughan Municipal Accommodation Tax Registration Number	
Section 12 – Other documentation	
Business documents	One of the following: Articles of Incorporation or Master Business Licence.
Records Short-Term Rentals for the last 90 days	A document containing a list of all Short-Term Rentals (i.e. accommodation for any rental period of not more than 29 consecutive days) for the last 90 days, which includes the: <ul style="list-style-type: none"> (a) the name, address, and registration number of the Short-Term Rental Owner (b) the number of nights the Short-Term Rental was rented (c) the nightly and total price charged for the Short-Term Rental (d) whether the rental was the entire-unit rental or partial-unit rental
Section 13 – Declarations	
By signing below, the applicant certifies that: <ol style="list-style-type: none"> 1) The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true and accurate to the best of the applicant’s knowledge. 2) The person submitting this application has the authority to bind the applicant. 3) The applicant acknowledges that the application may contain “personal information” as defined under the <i>Municipal Freedom of Information and Protection of Privacy Act</i>. This information is required pursuant to the provisions of the <i>Municipal Act</i>. It will be used by the City of Vaughan to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about this collection should be directed to the Chief Licensing Officer, By- 	



<p>law and Compliance, Licensing and Permit Services, City of Vaughan, 2141 Major Mackenzie Dr. W., Vaughan, ON L6A 1T1, telephone number 905-832-2281.</p> <p>4) The applicant further agrees that any false information may result in refusal to issue, suspension, revocation or placement of conditions on any licence.</p>	
Signature of person submitting the application	Date of application (dd/mm/yy)