



## SHORT-TERM RENTAL OWNER APPLICATION FORM

### THE APPLICATION PROCESS

This package contains the necessary application forms to obtain a Short-Term Rental (STR) Owner licence in the City of Vaughan. To apply, persons must submit a completed application at the location listed below, pay the applicable fee as listed at [www.vaughan.ca/businesslicensing](http://www.vaughan.ca/businesslicensing), and provide any other relevant information as requested.

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](mailto:bylaw@vaughan.ca)

Website: [www.vaughan.ca/businesslicensing](http://www.vaughan.ca/businesslicensing)

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

Hours: Monday to Friday, 8:30 am to 4 pm, except for statutory holidays

Who can submit the application?

An Applicant or his or her Authorized Agent may submit an application. Authorized Agents must have written authorization to act on behalf of the Applicant. Such authorization should be specific, e.g., “to make an application” or “to renew a licence.”

Applicants need to provide the following:

Applicant	Requirements
Homeowner (i.e., the registered owner/s of the dwelling proposed as an STR)	<ul style="list-style-type: none"> <li><input type="checkbox"/> government-issued photo identification</li> <li><input type="checkbox"/> proof of principal residency (e.g., driver’s licence)</li> <li><input type="checkbox"/> authorization from registered property owner if dwelling is part of multi-residential (e.g., condo corporation)</li> <li><input type="checkbox"/> vulnerable sector check for every registered owner (not more than 90 days old at the time of application)</li> <li><input type="checkbox"/> valid home liability insurance in an amount of no less than \$2,000,000</li> </ul>
Tenant (i.e., the tenant/s on the lease of the dwelling proposed as an STR)	<ul style="list-style-type: none"> <li><input type="checkbox"/> government-issued photo identification;</li> <li><input type="checkbox"/> proof of principal residency (e.g., driver’s licence)</li> <li><input type="checkbox"/> letter of authorization from registered owner of the dwelling</li> <li><input type="checkbox"/> authorization from registered property owner if dwelling is part of multi-residential</li> </ul>



	<input type="checkbox"/> vulnerable sector check for every tenant on the lease (not more than 90 days old at the time of application); <input type="checkbox"/> proof of valid home liability insurance in an amount of no less than \$2,000,000.
--	--

**MORE INFORMATION**

For further information on Short-Term Rental regulation, please visit [www.vaughan.ca/shorttermrentals](http://www.vaughan.ca/shorttermrentals) or contact the By-law and Compliance, Licensing and Permit Services Department at [bylaw@vaughan.ca](mailto:bylaw@vaughan.ca).

**THE APPLICATION**

<b>Section 1 - Information of person submitting the application</b>	
Information of person who is making the application	
Name of person submitting the application (First Name, Last Name)	
<b>Relationship to the proposed Short-Term Rental location</b>	
<input type="checkbox"/> I am the homeowner <input type="checkbox"/> I am the tenant <input type="checkbox"/> I am the Authorized Agent	
Primary telephone number	Alternative telephone number
Email address	Fax Number
<b>Section 2 - Name of the homeowner(s)</b>	
If the Applicant is not the homeowner, or if there is more than one homeowner, the names of the homeowners must be provided below.	
Name (First Name, Last Name)	
Name (First Name, Last Name)	
Name (First Name, Last Name)	
Name (First Name, Last Name)	
Name (First Name, Last Name)	
Name (First Name, Last Name)	



**Section 3 - Information to be provided by Authorized Agents**

Authorized agents must provide the following:

I have provided a letter of authorization that lists the specific authorities granted to me by the Applicant/s, such as making an application, changing an application, renewing a licence or otherwise complying with the provisions of this by-law.

**Section 4 - Short-Term Rental 24-hour contact information**

At least one contact person (known as an Operator) is required to be available whenever a Short-Term Rental is being rented. An Operator is the person the City will contact first in the instance that a concern arises.

Operator Contact # 1 (mandatory)

Name of Operator (First Name, Last Name)

Primary telephone number

Alternative telephone number

Operator Contact # 2 (optional)

Name of Operator (First Name, Last Name)

Primary telephone number

Alternative telephone number

Operator Contact # 3 (optional)

Name of Operator (First Name, Last Name)

Primary telephone number

Alternative telephone number

Operator Contact # 4 (optional)

Name of Operator (First Name, Last Name)

Primary telephone number

Alternative telephone number

Operator Contact # 5 (optional)

Name of Operator (First Name, Last Name)

Primary telephone number

Alternative telephone number



**Section 5 - Information about proposed Short-Term Rental**

Please provide the following information about the type of dwelling. Note that Short-Term Rentals are only permitted in residentially zoned areas in the types of dwellings listed.

Please indicate the type of home:

- Multiple-unit building (e.g., condominium, apartment or other building with three or more units)
- Secondary suite (apartment suite in a house, semi-detached house or townhouse)
- Semi-detached house
- Single detached house
- Townhouse
- Other: \_\_\_\_\_

Address (street no, street name)		Unit (if applicable)	
City VAUGHAN	Province ONTARIO		
Country CANADA	Postal code		

**Section 6 - Information about the proposed Short-Term Rental**

Please answer the following questions.

How many existing bedrooms are in the dwelling?  
 0    1    2    3    4    5    other: \_\_\_\_\_

**What portion of your home is to operate as a Short-Term Rental?**

If you live in a single detached house with no secondary suite, you would be permitted to rent the entire house or up to two bedrooms without requiring renovations; if you would like to rent more than two bedrooms but not the entire house, renovations or additional construction may be required.

If you live in live in a multiple-unit building, a secondary suite, a house with a secondary suite, semi-detached house or townhouse, if you would like to rent only a portion of the home, you may require renovations or additional construction; if you would like to rent your entire home, renovations would not be required.

For more information, contact the [Building Standards Department](#) at [buildingstandards@vaughan.ca](mailto:buildingstandards@vaughan.ca) or 905-832-8510.

*Please select all options that you are considering.*

- The entire home
- A portion of the home, including up to \_\_\_\_\_ bedroom(s)

**Home renovations**

*Please select one response.*

- I have no renovations in progress.
- I have the following renovations in progress or am planning the following renovations:

---



---



---



---



---



---



---



---

**Section 7 - Building and Fire Safety**

Please confirm that the dwelling is compliant with the required safety measures.

Smoke alarms are installed on all levels of the dwelling, outside all sleeping areas, between the sleeping area and the remainder of the home, and are maintained in operating condition in accordance with the manufacturer’s instructions.

- Yes  No

If the dwelling has a fuel burning appliance, fireplace and/or is connected to a garage, please confirm that the dwelling has carbon monoxide alarms installed adjacent to each sleeping area, and are maintained in operating condition in accordance with the manufacturer’s instructions.

- Yes
- No
- Not applicable

**Section 8 – 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 to [www.vaughan.ca/mat](http://www.vaughan.ca/mat).

City of Vaughan Municipal Accommodation Tax Registration Number

<b>Section 9 - Declarations</b>	
<p>By signing below, the person submitting the application certifies that:</p> <ol style="list-style-type: none"> <li>1) The information contained in this application and other attached documentation is true and accurate.</li> <li>2) The person submitting this application has the authority to bind the Applicant.</li> <li>3) The Applicant acknowledges that the application may contain “personal information” as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. 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-law and Compliance, Licensing and Permit Services, City of Vaughan, 2141 Major Mackenzie Drive West, Vaughan, Ontario L6A 1T1, telephone number (905) 832-2281.</li> <li>4) The Applicant further agrees that any false information may result in refusal to issue, suspension, revocation or placement of conditions on any licence.</li> </ol>	
Signature of person submitting the application	Date of application (dd/mm/yy)