



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 (the City). To apply, persons must submit a completed application and pay the applicable fee as listed at vaughan.ca/BusinessLicensing, as amended. For more information, contact us:

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

Vaughan City Hall, 2141 Major Mackenzie Dr., 1st floor, Vaughan, ON, L6A 1T1

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

Website: vaughan.ca/BusinessLicensing

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

How to apply

Applicants and licensees have four options for submitting new or renewal licence applications:

1. **Licensing Portal** where you can apply online for and renew many licences, posted at vaughan.ca/BusinessLicensing. Note, you will not be required to complete this form if you apply using the portal.
2. **Mail** to the By-law and Compliance, Licensing and Permit Services Department.
3. **Drop off** to drop-boxes located at the entrances of Vaughan City Hall, with the enveloped marked, "Attn: By-law and Compliance, Licensing and Permit Services".
4. **By e-mail** to bylaw.licensing@vaughan.ca, along with scanned copies of required documentation, and an e-mail indicating a contact phone number for staff to collect payment.

Who can submit the application and appoint an authorized agent

Note that an "authorized agent" may submit the application, provided that the person is given authorization through this application or [separate submission](#) of the Authorized Agent Form at vaughan.ca/BusinessLicensing.

THE APPLICATION

<p>Section 1 - Information of person submitting the application Information about the person who is making the application.</p>	
<p>Name (First Name, Last Name)</p>	
<p>Relationship to the proposed Short-Term Rental location <input type="checkbox"/> I am the homeowner <input type="checkbox"/> I am the tenant <input type="checkbox"/> I am the Authorized Agent</p>	
<p>Primary telephone number</p>	<p>Alternative telephone number</p>
<p>Email address</p>	
<p>Section 2 – Applicant requirements The following is required in order to obtain a Short-Term Rental Owner’s licence. Please check all of the boxes below to confirm and see the Short-Term Rental Licensing By-law for more information.</p>	
<p><input type="checkbox"/> The applicant is a permanent resident of Canada. <input type="checkbox"/> At least one of the applicant’s primary residence is the dwelling proposed as a short-term rental. <input type="checkbox"/> All applicants for Short-Term Rental Owners and all Short-Term Rental Operators are at least 18 years old at the time of application.</p>	
<p>Section 3 – Authorized Agent This section should be completed if the applicant would like to appoint an agent to act on behalf on a business licence or permit applicant(s) or licensee(s).</p>	
<p>Name of authorized agent (first name, last name)</p>	
<p>Business telephone number</p>	<p>Email address</p>
<p>What will the Authorized Agent do on behalf of the applicant? Select all activities that apply.</p>	
<p><input type="checkbox"/> Apply for a business licence or permit, including payment <input type="checkbox"/> Renew a business licence or permit, including payment <input type="checkbox"/> Make and respond to inquiries with respect to the licence, permit or application <input type="checkbox"/> Update information with respect to the licence, permit or application <input type="checkbox"/> Cancel the licence, permit or application <input type="checkbox"/> Other, as described here:</p>	

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
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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. **If you wish to confirm the zoning of your property, please contact zoninginfo@vaughan.ca.**

Please indicate the type of home:

<input type="checkbox"/> Multiple-unit building (e.g., condominium, apartment or other building with three or more units)	<input type="checkbox"/> Semi-detached house
<input type="checkbox"/> Secondary suite (apartment suite in a house, semi-detached house or townhouse)	<input type="checkbox"/> Single detached house
	<input type="checkbox"/> Townhouse
	<input type="checkbox"/> Other: _____

Address (street no, street name)	Unit (if applicable)
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Municipality Vaughan	Province Ontario	Postal code
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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 can be operated as a Short-Term Rental?
 If you are granted a Short-Term Rental Owner licence, you are allowed to rent the entire home or up to two bedrooms without requiring renovations; if you would like to rent more than two bedrooms, but not your entire home, renovations or additional construction may be required. For more information, contact the [Building Standards Department](http://BuildingStandardsDepartment) at 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)

Bedroom construction
 Were all bedrooms in the home built as part of the original construction or lawfully constructed under the authorization of a building permit? Please select one response.

Yes

No

Will the short-term rental be located within the basement?
 If it will not be located within the basement or you do not have a basement, select “No”.
 Please select one response.

Yes
 No

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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
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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.
 City of Vaughan Municipal Accommodation Tax Registration Number

Section 9 – Required documents
 The following documentation must be submitted with your application.

Item	Description
Check the box below if you have included the item.	The description is based on the Licensing By-law, as amended, as listed at www.vaughan.ca/bylaw in the By-law Library.

<input type="checkbox"/> List of Owners and Tenants	List of all property owners and any tenants
<input type="checkbox"/> Canadian Government-Issued Identification	Canadian government-issued identification, one piece of photo identification for each owner and tenant demonstrating each person is at least 18 years old.
<input type="checkbox"/> Proof of Principal Residency	Proof of Principal Residency, that the owners and/or tenants live there
<input type="checkbox"/> Proof of Property Ownership or Tenancy	Proof of Property Ownership or Tenancy Agreement
<input type="checkbox"/> Letter from Owner	Letter from the Owner giving permission for the dwelling to be used as a Short-Term Rental (if the applicant is not the owner)
<input type="checkbox"/> Letter from the condo, townhouse or multi-residential building owner/board	Letter from condo, townhouse or multi-residential building owner/board (if the dwelling is in a multiple unit dwelling, such as condominium, townhouse or other complex with multiple units, the building/complex owner/board)
<input type="checkbox"/> Vulnerable Sector Check	Vulnerable Sector Check for the applicant issued from an Ontario Police Service within the previous 90 days; this is required for all owners and tenants.
<input type="checkbox"/> Short-Term Rental Operators	List of all Short-Term Rental Operators and their contact information.
<input type="checkbox"/> Short-Term Rental Operators Identification	Canadian government-issued identification, one piece of identification for each operator demonstrating that the Short-Term Rental Operator is at least 18 years of age.
<input type="checkbox"/> Authorized Agent Identification (if applicable)	If the applicant would like to appoint an Authorized Agent, Section 3 must be completed and one piece of Canadian government-issued photo identification for the Authorized Agent must be submitted which demonstrates that the Authorized Agent is at least 18 years old.
Section 10 - Declarations	
By signing below, the applicant (or the applicant through the authorized agent) certifies that: 1) The information contained in this application, 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 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.
- 4) The applicant further agrees that any false information may result in refusal to issue, suspend, revoke or place of conditions on any licence.

Signature of at least one of the applicant(s)

Note that only those applicants whose names and signatures are submitted below, will be authorized to manage the licence. If there are more than two applicants to be listed, you can include their names, signatures and the date of signatures on the back of this document.

Name of applicant 1	Signature of applicant 1	Date (dd/mm/yy)
Name of applicant 2	Signature of applicant 2	Date (dd/mm/yy)
Signature of the authorized agent (if applicable)		
Name of authorized agent	Signature of authorized agent	Date (dd/mm/yy)