

Short-Term Rental (STR) Application

OFFICE USE ONLY		
Date Approved:	Licence Number:	
<input type="checkbox"/> Prior to beginning this application, I acknowledge that I have read and understand the Town of Whitchurch-Stouffville's Short-Term Rental By-law # 2024-049-LI as amended from time to time.		
A. Type of Short-Term Rental		
<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal Application	
Address of Short-Term Rental: _____ Renting out entire unit <input type="checkbox"/> Renting out individual Guest Rooms <input type="checkbox"/> Note: The maximum limit of Guests in a STR shall be two (2) Persons per Guest Room, up to a maximum of ten (10) Guests permitted at any time. If the STR is rented by the Guest Room, no more than two (2) rooms with a maximum of two (2) Persons in each Guest Room will be rented simultaneously.		
B. Applicant / Property Owner Information		
_____ Applicant / Owner Name		
_____ Address	_____ Unit Number	
_____ City/Town	_____ Province	_____ Postal Code
_____ Phone Number	_____ E-mail	
C. Responsible Person (if different than applicant)		
_____ Name		
_____ Contact Number	_____ E-mail	
<i>A Responsible Person is the person assigned by the Owner of a Short-Term Rental to ensure the premises are operated in accordance with he provisions of By-law 2024-049-LI</i>		

Short-Term Rental (STR) Application

D. Application Requirements

The following original documents must be included with this application

- Proof that applicant is at least eighteen (18) years of age
- Proof that applicant is a citizen of Canada, a permanent resident or in possession of a valid employment authorization issued by the Government of Canada
- Certificate of general liability insurance (\$2,000,000)
- Sketch of floor plans identifying all rooms and common areas with dimensions, and location of smoke alarms, carbon monoxide alarms, and fire extinguishers.
- Site plan of the property showing site dimensions with the location of all buildings, structures and parking
- Signed Renter's Code of Conduct
- Fee per Town's Fees & Charges By-law
- Responsible Person Consent Form

E. Sworn Declaration of Applicant

I, _____ confirm that by signing this application, the Owner/Applicant agrees that all information provided is true, and that any false information may result in the suspension and/or revocation of any licence that may be issued.

Date

Signature of Applicant

F. Sworn Declaration of Applicant (renewal application only)

I, _____ confirm that that by signing this renewal application, all information as previously provided and approved has not changed, and that any false information may result in the suspension and/or revocation of the licence that may be re-issued.

Date

Signature of Applicant

This application may contain personal information as defined under the *Municipal Freedom of Information and Protection of Privacy Act*. The information collected is required pursuant to the terms of the *Municipal Act* and will be used by the Town of Whitchurch-Stouffville to process the application, and to determine whether to issue a licence. Information will also be used for administration of such licence, and for law enforcement purposes to ensure compliance with all applicable statutes, regulations and by-laws.