

# Business Licence Application

(New or Renewal)

## Short-term Accommodation

Community Services  
Licensing, Permits & Regulatory Services  
3235 Mavis Road  
Mississauga ON L5C 1T7  
Tel: 905-615-4311 Fax: 905-615-3374



Your personal information is collected under the authority of the Short Term Rental Accommodation Licensing By-Law. This information will be used for the purpose of administering, licensing, regulating and governing your business in accordance with applicable laws and regulations. If you have any questions about the way this information is collected contact the Manager, Licensing, Permits & Regulatory Services, 3235 Mavis Road, Mississauga ON L5C 1T7, Tel. 905-615-3200 ext. 4842.

Licence No. (for renewal application only)

Application Date (YYYY MM DD)

☐ New ☐ Renewal

### Property Information

Is this property your principal residence?

☐ Yes

☐ No

Are you the owner or renter of the property?

☐ Owner

☐ Renter

Street Number

Street Name

Unit No. (if applicable)

Postal Code

Ward

Building Type

Describe what section of the property will be used as short-term accommodation (Example: entire dwelling, guest room, first floor)

### Applicant Details

First Name

Last Name

Middle Name (optional)

Birthdate (YYYY MM DD)

Phone Number

Alternate Phone Number (optional)

<MM>

<DD>

Applicant must be at least 18 years old

Email Address

Mailing Address

☐ Use Property Address as mailing address

Street Number

Street Name

Unit No. (if applicable)

City

Province

Postal Code

### Emergency Contact(s)

Contact 1 (Mandatory)

First Name

Last Name

Middle Name (optional)

Primary Phone Number

Alternate Phone Number (optional)

Contact 2 (Optional)

First Name

Last Name

Middle Name (optional)

Primary Phone Number

Alternate Phone Number (optional)

## Declarations

Have you ever been convicted of any criminal offence for which a pardon has not been granted? **Yes** **No**

### I confirm that:

The short-term accommodation complies with all applicable bylaws, including but not limited to the Ontario Building Code, the Ontario Fire Code, the City's Property Standards and Zoning Bylaws, as amended.

The short-term accommodation property address provided on this application form is my principle residence.

The information provided in this form is accurate and complete and the documents submitted as part of this application are genuine.

Name	Signature	Date (YYYY MM DD)
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### To apply for a short-term accommodation licence, you will also need to provide:

- Proof you're at least 18 years old, such as a birth certificate, valid driver's licence or valid passport.
- A Criminal Record Check issued in the last 60 days from Police Services in the area you reside. Third party searches are not acceptable.
- Proof of standard liability insurance with a per occurrence limit of at least \$2,000,000, this could be a letter from your insurance company or a copy of your insurance policy.
- Evidence that the rental is your principal residence. This could be a recent utility bill or tax form issued in the last 12 months.
- Proof of property ownership this could be a copy of property tax bill or MPAC notice of assessment (if owner).
- A letter of authorization from property owner (if renting).
- Proof from condominium corporation that short-term accommodations are permitted.
- Once all required items have been received and reviewed, a Municipal Law Enforcement Officer will contact you to schedule an inspection of your rental to make sure it meets all City standards, before a licence is issued.