

Rental Repairs and Renovations Licence Transfer Application

Pursuant to the Rental Repairs and Renovations
Licensing By-Law 0039-2026

City of Mississauga
Licensing, Permits, & Regulatory Services
950 Burnhamthorpe Road West
Mississauga Ontario L5C 3B4
Tel: 905-615-4311
Fax: 905-615-3374



Your personal information is collected under the authority of the *Municipal Act* Section 11, and the Rental Repairs and Renovations Licensing By-Law 0039-2026 (the 'By-law') and will be used for the purpose of assessing the application and to enforce by-law requirements. Questions about this collection should be directed to the Manager, Licensing, Permits & Regulatory Services, by calling 905-615-4311.

Licence No.

Transfer Application Date (YYYY MM DD)

Term of Existing Licence

drop down

Residential Complex Information

Municipal Address

Rental Unit Information

Unit Number

Rent Charged Per Month

Size of Rental Unit (sq. meters)

Number of Bedrooms

Tenancy Term Type

drop down

Tenancy Term Start Date (YYYY MM DD)

Tenancy Term End Date (YYYY MM DD)

Date N13 was Served (YYYY MM DD)

Tenant Information

Mailing Address (if different from address of Rental Unit subject to N13)

Last Name

First Name

Telephone Number

Email Address

Current Landlord Information

Last Name

First Name

Registered Corporation Name/Number (if applicable)

Mailing Address

Telephone Number

Email Address

Current Authorized Representative Information (if different from Landlord)

Last Name

First Name

Mailing Address

Telephone Number

Email Address

Relationship to Landlord

New Landlord Information

Last Name

First Name

Registered Corporation Name/Number (if applicable)

Mailing Address (if different from address of Rental Unit subject to N13)

Telephone Number

Email Address

Date New Landlord Acquired Title of the Rental Unit (YYYY MM DD)

New Authorized Representative Information (if different from Landlord)

Last Name

First Name

Mailing Address (if different from address of Rental Unit subject to N13)

Telephone Number

Email Address

Relationship to Landlord

Alternative Contact Information for New Landlord (if there is no Authorized Representative)

Last Name

First Name

Telephone Number

Email Address

Additional Requirements

To transfer the rental repairs and renovations licence the new Landlord must provide the following documents:

- ☐ A signed insurance certificate evidencing commercial general liability business insurance coverage for the Rental Unit, for claims involving bodily injury, including personal injury and death, and property damage with a per occurrence limit of at least \$2,000,000;
- ☐ A signed Landlord's Release; and
- ☐ A copy of the transferred Building Permit issued by the Chief Building Official.

The new Landlord may be required to provide any of the following documents if there have been any changes since the current Landlord submitted a Licence Application:

- ☐ An N13 Notice for each rental unit;
- ☐ A copy of the executed Tenancy Agreement for the Rental Unit along with any amendments or renewals thereof including a description of any verbal arrangements with the Tenant;
- ☐ Payment of the Licence Fee as set out in the Fees and Charges By-law; or
- ☐ A copy of a Qualified Person Report, signed, dated and stamped within 6 months prior to the Licence Transfer Application submission date, confirming that the Landlord's repairs or renovations are so extensive that the Landlord requires vacant possession of the Rental Unit.

Attestation

I,
(Current Landlord Name) hereby transfer the City of Mississauga Rental Repairs and Renovations Licence with Licence Number
(Licence Number) to
(New Landlord Name) which may be managed by
(New Authorized Representative Name (if applicable))

I,
(Current Landlord Name) will pay the Licence transfer fee as prescribed in the City of Mississauga's User Fees and Charges By-law 0165-2025 as amended.

I,
(New Landlord Name) will pay the Top Up Payment and/or the Moving Contribution to
(Tenant Name) if the current Landlord has not made such payments yet.

Applicant Acknowledgment

I hereby confirm that the information provided in this form is accurate, correct and complete and that the documents submitted as part of this application are genuine.

I further acknowledge it is my responsibility to notify the Licence Manager in writing immediately of any changes in the information provided, to ensure compliance with the City of Mississauga's Rental Repairs and Renovations Licensing By-law 0039-2026.

Signature

Current Landlord/Authorized Representative Full Name	Current Landlord/Authorized Representative Signature	Date (YYYY MM DD)

☐ If the Authorized Representative is applying on behalf of a Landlord, please check this box to confirm the Applicant has the authority to bind the Landlord.

New Landlord/Authorized Representative Full Name	New Landlord/Authorized Representative Signature	Date (YYYY MM DD)

☐ If the Authorized Representative is applying on behalf of a Landlord, please check this box to confirm the Applicant has the authority to bind the Landlord.