

Business Licence Application

(New or Renewal)

Short-term Accommodation

Community Services
Licensing, Permits & Regulatory Services
950 Burnhamthorpe Road West
Mississauga ON L5C 3B4
Tel: 905-615-4311



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. Questions regarding the collection of this information should be directed to the Manager, Licensing, Permits & Regulatory Services at 950 Burnhamthorpe Road West, Mississauga, ON L5C 3B4 or by calling 311 (or 905-615-4311 outside City limits).

☐ New	☐ Renewal	Licence No. (for renewal application only) 	Application Date (YYYY MM DD) <table><tr><td>YYYY</td><td>MM</td><td>DD</td></tr></table>	YYYY	MM	DD
YYYY	MM	DD				

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
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Ward <Ward>	Building Type <Building Type>
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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) <table><tr><td> </td><td>MM</td><td>DD</td></tr></table>		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)

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.