



# Application for Residential Rental Units Licensing By-law CP-19

Planning and Economic Development  
Municipal Compliance - Licensing Office  
T: 519-930-3515 | e-mail: licensing@london.ca

## RENTAL PROPERTY INFORMATION Complete ONE application for EACH individual rental property.

<b>Section A</b>	
Municipal address of rental property	Application type <input type="checkbox"/> New <input type="checkbox"/> Renewal - current licence no.: _____

<b>Section B</b>		
Number of all dwelling units contained in property - include owner occupied and vacant units: _____		
# of Bedrooms <b>1 UNIT</b> _____	# of Bedrooms <b>3 UNITS</b> _____	# of Bedrooms <b>5 UNITS</b> _____
# of Bedrooms <b>2 UNITS</b> _____	# of Bedrooms <b>4 UNITS</b> _____	# of Bedrooms <b>6 UNITS</b> _____

## PROPERTY OWNER INFORMATION

Property owner's name	Operating name of business (if applicable)		
Property owner's full mailing address (including street number and name, city, province and postal code)			
Telephone number	/ ext.	Cell phone number	E-mail address

## APPLICATION RENEWAL FEE IS \$60.00

**New applications** - A new application must include the following:

Application fee of \$170.00

A copy of the incorporating documentation, if the owner is a Corporation

If an agent is acting on behalf of the property owner, a signed Owner's Authorization form (City of London's form #1604)

A completed Self-Certification Checklist (City of London's form #1603)

Fire inspection completed in the last two years?     No     Yes, the fire report is attached     No     Yes

NOTE: A fire inspection will be scheduled for you if one is required.  
An initial fire inspection fee of \$171.00 is applicable unless an inspection was completed within the last two years.

A floor plan identifying entrances and exits, all rooms and windows.

Who should be contacted to arrange inspection times and receive future correspondence?     Owner     Authorized agent

## DECLARATIONS

I, (print name) \_\_\_\_\_

the undersigned, certify that the statements herein contained in the said application are true and made with a full knowledge of the circumstances connected with the same, and acknowledge that I have read the declaration and notice contained below. The undersigned agrees that the issuance of a licence will be subject to investigations from such municipal or provincial departments or agencies as the Licence Manager deems necessary in accordance with the Residential Rental Units Licensing By-law CP-19, Section 5.4. The issuance of the licence is not intended and shall not be construed as permission or consent by the Corporation of the City of London for the holder of the licence to contravene or fail to observe or comply with any law of Canada or Ontario or any of the Corporation.

Dated at London, Ontario this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Owner of property     Authorized agent

Signature of applicant \_\_\_\_\_

## FOR CITY USE ONLY

Date received (YYYYMMDD)	Folder number	Licence number ( <i>New licence only</i> )	Building Permits on File? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Permit Search Required
Zoning approved by:		Date (YYYYMMDD)	
Comments:			