



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

Housing and Community Growth
Municipal Compliance - Licensing Office
T: 519-930-3515 | e-mail: licensing@london.ca

RENTAL PROPERTY INFORMATION

Complete ONE application for EACH individual rental property.

Section A

Municipal address of rental property

Application type

☐ New ☐ Renewal - current licence no.: _____

Section B

Number of all dwelling units contained in property - include owner occupied and vacant units: _____

# of Bedrooms	# of Bedrooms	# of Bedrooms
1 UNIT _____	3 UNITS _____	5 UNITS _____
2 UNITS _____	4 UNITS _____	6 UNITS _____

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 \$65.00

New applications - A new application must include the following:

Application fee of \$346 (includes fire inspection fee of \$171)

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)

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? ☐ Yes ☐ No
Zoning approved by:		Date (YYYYMMDD)	
Comments:			