



Application for Residential Rental Units Licensing

By-law CP-19

Please note ONE application **must** be completed for **each individual** rental property.

Development & Compliance Building Division
PO Box 5035
London ON N6A 4L9
T: 519 930-3515
email: rentallicensing@london.ca

Rental property information

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

Section B
Number of all dwelling units contained in property - (include owner occupied and vacant units) _____

Section C			
Total number of bedrooms in each dwelling unit - occupied and unoccupied			
Unit one _____	Unit four _____	Unit seven _____	Unit ten _____
Unit two _____	Unit five _____	Unit eight _____	Unit eleven _____
Unit three _____	Unit six _____	Unit nine _____	Unit twelve _____

Property owner information

Property owner's name	Operating name of business (<i>if applicable</i>)		
Property owner's full mailing address (<i>including street number and name, city, province and postal code</i>)			
Telephone number _____ / extension _____	Fax number _____	Cell phone number _____	E-mail address _____

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

- A completed Self-Certification Checklist;
- 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 no. 1604*).
- Have you had a fire inspection in the last two years? Yes No
 If yes, is the fire report attached? Yes No

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.

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 Hall use only

Date received (YYYYMMDD)	Folder number	Licence number (New licence only)	Licence application accepted by
Zoning approved by (MLEO)		Date (YYYYMMDD)	Property Standards inspection required <input type="checkbox"/> Yes <input type="checkbox"/> Room(s), or <input type="checkbox"/> Unit(s)