

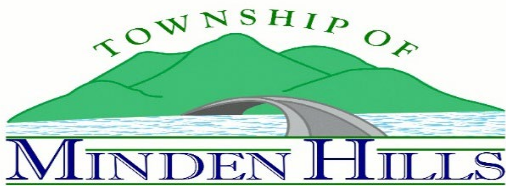
#7 MILNE STREET, BOX 359
 MINDEN, ONTARIO KOM 2KO
 705-286-1260
 www.mindenhills.ca

**TOWNSHIP OF MINDEN HILLS
 SHORT-TERM RENTAL (STR) APPLICATION FORM**

A. Short-Term Rental Location:		
911#:	Street Name:	
<input type="checkbox"/> New Application	or	<input type="checkbox"/> Renewal
If Renewal, provide Licence Number:		
Date Received:		
Fee: \$500.00	Date Paid:	Receipt #:
MHSTR Licence #:		
Roll #:		

B. Applicant Information	
Applicant is <input type="checkbox"/> Owner	or <input type="checkbox"/> Authorized agent of owner
Last Name:	First Name:
Mailing Address:	
Email:	Phone:

C. Owner Information: (List all owners if multiple owners or Directors/Partners of Corporation)	
Corporation or Partnership:	
Last Name:	First Name:
Mailing address:	
Email:	Phone #:
Last Name:	First Name:
Mailing address:	
Email:	Phone #:
Last Name:	First Name:
Mailing address:	
Email:	Phone #:
Last Name:	First Name:
Mailing address:	
Email:	Phone #:



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D. Responsible Person – As per Sections 5.8 and 5.9 of Short-Term Rental By-Law 24-31 - *****PLEASE BE ADVISED***** the Responsible Person must be someone who is able to **RESPOND** within 60 minutes and **ATTEND** to the site within 24 hours, if required.

Last Name:	First Name:
Mailing address:	
Email:	Phone #:

E. Premises Information:

Main Building # of Bedrooms or sleeping areas:	Total # of Beds:
Total Occupant Load (Based on 2 persons per bedroom):	
Sewage System(s) approved for how many bedrooms total:	

F. Completeness and Compliance (Please select Yes or No for each row):

The STR is not subject to an order made pursuant to the Building Code Act, 1992 & any regulation made under it;	YES <input type="checkbox"/>	NO <input type="checkbox"/>
The STR contains functioning smoke alarms, carbon monoxide alarms, fire extinguishers and accessible exists (SECTION 5.7):	YES <input type="checkbox"/>	NO <input type="checkbox"/>
The Parking Spaces will be maintained as per the Site Plan (SECTION 4.1 b) i):	YES <input type="checkbox"/>	NO <input type="checkbox"/>
The Owner confirms they will require each Renter to sign and abide by the Renters Code of Conduct (SECTION 2.4 d);	YES <input type="checkbox"/>	NO <input type="checkbox"/>
The Owner confirms they will require each Licencee to sign and abide by the Licencee Code of Conduct, (SECTION 2.4 d) and,	YES <input type="checkbox"/>	NO <input type="checkbox"/>
The Owner confirms that they will maintain liability insurance as required through this By-Law while the STR is being operated as a STR (SECTION 4.1)	YES <input type="checkbox"/>	NO <input type="checkbox"/>



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G. Attachments: Please attach the following documents with your application:

SECTION 4.1 -a certificate of insurance which includes a liability limit of no less than two million dollars (\$2,000,000.00) per occurrence for property damage or bodily injury. Such insurance policy must identify that a Short-Term Rental Accommodation is being operated on the Premises. The insurance coverage required herein shall be endorsed to the effect that the Municipality shall be given at least ten (10) days' notice in writing of any cancellation or material variation to the policy.;

SECTION 4.1 - A Site Plan of the STR premises, including the location & dimensions of parking areas, all buildings, or structures on the land, municipally owned short road allowance or any other publicly owned lands, septic and well locations;

SECTION 4.1 -A floor plan for each level of the Short-Term Rental with all rooms labelled;

SECTION 4.1 – Plan for Fire Safety - layout of the interior of the Short-Term Rental with locations for all smoke alarms, carbon monoxide alarms, fire extinguishers and exits.

SECTIONN 4.1 – Photos of both the front and rear of the Short-Term Rental

SECTION 4.1 - Proof of Septic System Maintenance – Provide either:

Sewage System Installation Report/Use Permit issued by Health Unit of Municipality, along with receipt of most recent septic tank pump out

Or

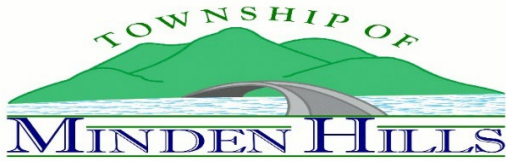
A report from a qualified designer or Engineer

H. Proof of Ownership – SECTION 4.1: Please attach the following documents with your application:

A copy of the most current tax bill

If a corporation, a copy of the corporate profile

In the instance of an Applicant or Agent acting on behalf of the Owner, the Owner's written authorization permitting the Applicant or Agent to act on their behalf shall be attached to this application form



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I. Municipally Owned Shore Road Allowance – SECTION 2.3:
<input type="checkbox"/> Where a building is situated on a municipally owned shore road allowance or any other publicly owned lands, please provide a copy of the License of Occupation issued by the Municipality.
<input type="checkbox"/> Where a building, that is situated on a municipally owned shore road allowance – the owner has applied for a Licence of Occupation and submitted the applicable fees associated with the Licence of Occupation, at the time of applying for the Short-Term Rental Licence AND <input type="checkbox"/> Where a building is situated on a municipally owned shore road allowance – the owner has applied to purchase their Shore Road Allowance and paid the applicable fees associated with the Purchase, at the time of applying for the Short-Term Rental Licence.
J. ATTESTION FORM:
<input type="checkbox"/> Has been completed and submitted by the owner of the Short-Term Rental owner.
K. Declaration:
I _____ declare that: (Print Name)
1. The information contained in this application, attached documents and plans is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.
_____ Date _____ Signature of Applicant
OFFICE USE: _____ _____ _____