



#7 MILNE STREET, BOX 359
 MINDEN, ONTARIO KOM 2K0
 (705) 286-1260

CHANGE OF INFORMATION REQUEST FOR THE RESPONSIBLE PERSON

The Township of Minden Hills Short-Term Rental Accommodation By-law 24-31, as amended, states:

Definitions: Responsible Person means an Agent or representative of an Owner or Applicant, if applicable, who is responsible for managing or addressing issues in relation to the Owner’s Short-Term Rental.

Section 5.8, An Owner, Owner’s Agent, or Responsible Person shall respond within sixty (60) minutes to an emergency that involves, but is not limited to, a risk to health, safety or damage to property, or contravention of any applicable municipal By-law

Section 5.10, Pursuant to Part IV of the *Municipal Act, 2001*, issued Licences, along with the licence details may be posted on the municipality’s website.

Section 5.14, Every Licencee shall at all times:

- a. Ensure that any Short-Term Rental, Short-Term Rental Premises, and its operations complies with the regulations contained in this By-law;
- b. Notify the Director in writing within 10 days of any changes to the information provided under Section 4.0 of this By-law.

Please complete and return this document along with the required fee, to the Municipal Law Enforcement Officer to confirm the change of information request for the Responsible Person listed on your Short-Term Rental.

Accommodation Licence:

Registration Number:	
Property Roll Number:	
Street Address:	
Current Name of the 24/7 Emergency Responsible Person:	
Current Telephone Number of the 24/7 Emergency Responsible Person:	
Updated Name of the 24/7 Emergency Responsible Person:	
Updated Telephone Number of the 24/7 Emergency Responsible Person:	
Fee paid for change of responsible person:	Date: Receipt #:

In accordance with the above sections, updated information will be changed in the Townships system on a periodic basis and will be reflected on the Short-Term Rental Accommodation Interactive Map once the update has been completed.

Owners Signature: _____ Date: _____