



## Short-Term Rental Application or Renewal

All applicants must submit the following supporting documents with this Short-Term Rental License Application Form. Use the check boxes below to confirm you have included the correct documents with your application.

If an application is incomplete or missing items, a notification will be emailed to the applicant. If there is no response or the required items or information is not provided within 30 days following the notice, the application will be cancelled and a new complete application, including payment of the application fee, will be required.

Questions about this application can be directed to the STR Licensing Co-ordinator at [str@acwtownship.ca](mailto:str@acwtownship.ca) or 519-524-4669.

### For Office Use Only

Date Received:	Roll Number: 4070 _____
Payment Received:	License Number: STR-_____-_____

### Application Type

- ☐ New License
- ☐ License Renewal (Existing License # \_\_\_\_\_)

### Short-Term Rental Information

Address:	
Town:	
Province: Ontario	Postal Code:
Number of Bedrooms (BR):	
Number of Bathrooms:	
Square Footage:	
Number of Occupancy Requested:	

## Applicant Information

Last Name:
First Name:
Phone Number:
Email Address:
Business Name (if applicable):

☐ **Owner**   ☐ **Agent**   ☐ **Tenant**

## Co-Applicant Information (if applicable)

Last Name:
First Name:
Phone Number:
Email Address:
Business Name (if applicable):

☐ **Owner**   ☐ **Agent**   ☐ **Tenant**

## On-site Primary Responsible Person

Name:	Phone Number:
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## Alternate On-site Responsible Person

Name:	Phone Number:
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## Use the checklist below to ensure you have included the required documents.

### A. ☐ **Proof of Corporation** (if applicable)

- Articles of incorporation or other incorporating documents, duly certified by the proper government official or department of the Province of Ontario or of the Government of Canada, and a copy of the corporation's most recent corporate profile report or a declaration signed by an authorized officer of the corporation confirming the names and contact information of all individuals with a controlling interest in the corporation.

### B. ☐ **Owner's Permission** (if applicable)

- If the Applicant is not the Owner, the Owner's written authorization permitting the Applicant or Agent to act on their behalf.

### C. ☐ **Verification of 18+ Age** Acceptable documents Government issued ID.

### D. ☐ **Insurance**

Applicants must provide either a certificate of insurance or a copy of the declaration page that includes the following:

- a liability limit of no less than two million dollars \$2,000,000.00 per occurrence for property damage and bodily injury; and
- a statement that a short-term rental is being operated on the premises; and
- confirmation from agent or broker.

### E. ☐ **Photo of Front of Dwelling** (taken from the street)

### F. ☐ **Site Plan and Parking Management Plan** - (may be hand drawn) Clearly indicate the location and approximate dimensions of features such as the parking area (including the type of surface and number of parking spaces), all buildings or structures (including decks), septic or holding tanks and septic bed, fire pits, wells (if applicable), and any landscaping features that provide screening or buffering between the rental premises and neighbouring properties (e.g., fences, hedges, etc).

### G. ☐ **Building Layout and Fire Safety Plan** (showing entire building layout including all rooms, exits, CO/smoke alarms, fire extinguishers)

### H. ☐ **Waste Disposal Plan** - Provide detail on where garbage is to be kept, who is responsible for removing it from the property (owner or renter) and how often it will be disposed of.

**I.** Please include the following supporting documents and use the checkboxes below to confirm that you have included with your application form:

- ☐ **Renters Code of Conduct** (template provided)
- ☐ **Renters Information Package for Guests** (template provided)

**J.** ☐ **Payment of Fees** (can be submitted by mail, online or at the Municipal Office)

**K.** ☐ **Indemnity Agreement** (must be completed by each Applicant and Owner (if applicable))

The Applicant shall indemnify and hold harmless the Township of Ashfield-Colborne-Wawanosh, its elected officials, officers, employees and agents (each an “Indemnitee”) from and against all actions, causes of action, liabilities (whether accrued, actual, contingent or otherwise), claims and demands whatsoever (including but not limited to, damages, liabilities, claims and demands for income, sales, excise or other taxes) of or in connection with all short-term rentals owned or operated by the Applicant within the Township of Ashfield-Colborne-Wawanosh, existing at or after the date of this Agreement.

The Applicant shall give the Township of Ashfield-Colborne-Wawanosh notice of any liability, claim, demand for which the Applicant may be liable within 5 days of such liability, claim, demand or cost coming to their attention. The Township of Ashfield-Colborne-Wawanosh, at its expense, shall be permitted to participate in any negotiations, to assume the defense of any action or proceeding and to settle any claim in respect of which indemnification is sought under this Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**L. Declaration** (must be completed by the Applicant. If the Applicant is not the Owner, by the Owner and Applicant)

I, the undersigned, hereby acknowledge and certify that:

- This application for a short-term rental does not confer a license until and unless it has been approved by the Township of Ashfield-Colborne-Wawanosh and that advertising or operation prior to obtaining said license is an offence under By-law No. XX-2025;
- The short-term rental is not subject to an order, or orders made pursuant to the applicable law, including but not limited to a Municipal by-law, the *Building Code Act*, the *Fire Protection and Prevention Act*, and the Medical Officer of Health;
- The short-term rental contains functioning smoke alarms, carbon monoxide alarms, fire extinguishers, and exits;
- The short-term rental is compliant with the parking and waste management plan;
- The Owner, and Applicant if applicable, will require each renter to abide by the Renter's Code of Conduct;
- The Owner, and Applicant if applicable, will abide by the responsibilities as listed in the STR By-law No. XX-2025, as amended;
- The Owner, and Applicant if applicable, confirms the accuracy, truthfulness, and completeness of the information submitted;
- The Owner, and Applicant if applicable, will maintain liability insurance as required through this by-law while the short-term rental is being operated as a short-term rental;
- Notify the Municipality in writing within 10 days of any changes to the information provided pursuant to the registration requirements (Section 5 of By-Law XX-2025)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

Please note that all personal information submitted for inclusion in this application is collected under the authority of the *Municipal Act, 2001*, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and will be used to complete the licensing process. The information provided will be distributed to Departments and other applicable authorities for comment to determine if a licence will be granted. Certain information may form part of the Council Agenda which is a public record. Questions about this collection should be directed to the Clerk, at 82133 Council Line, Goderich, ON, N7A 3Y2, [clerk@acwtownship.ca](mailto:clerk@acwtownship.ca), or 519-524-4669.

## **How to Submit your Application**

Your application and supporting documentation can be submitted in person at the Municipal Office (attention: STR Licensing Co-ordinator) or by email to [str@acwtownship.ca](mailto:str@acwtownship.ca).

Payment can be made at the Municipal Office by cash, cheque, or debit, online or by mailing a cheque to the Municipal Office, 82133 Council Line, Goderich, ON, N7A 3Y2 (attention: STR Licensing Co-ordinator).

Cheques should be made out to the 'Township of Ashfield-Colborne-Wawanosh'.

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