



## RESIDENTIAL RENTAL HOUSING RENEWAL APPLICATION

### RENTAL PROPERTY INFORMATION

Municipal Address of Rental Unit	Original Licence No.		
Type of Rental Unit	No. of bedrooms	No. of bedrooms	
Single Detached <input type="checkbox"/>	_____	Double Duplex <input type="checkbox"/>	_____
Semi-detached <input type="checkbox"/>	_____	Multiple Dwellings <input type="checkbox"/>	_____
Duplex <input type="checkbox"/>	_____	Townhouse <input type="checkbox"/>	_____
Triplex <input type="checkbox"/>	_____		

### PROPERTY OWNER INFORMATION — as shown on the Transfer / Deed (Please Print)

Owner's name and surname (or Corporation's name) – Printed		Business Operating Name (if applicable) - Printed	
Owner's full mailing address (street name and number, city, province and postal code)			
Business telephone number and extension	Fax number	Cell phone number	Email address

Owner's name and surname (or Corporation's name) – Printed		Business Operating Name (if applicable) - Printed	
Owner's full mailing address (street name and number, city, province and postal code)			
Business telephone number and extension	Fax number	Cell phone number	Email address

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Owner's full mailing address (street name and number, city, province and postal code)			
Business telephone number and extension	Fax number	Cell phone number	Email address

### PROPERTY MANAGER'S INFORMATION - if applicable

Property Manager's Name and Surname – Printed		Business Operating Name (if applicable) - Printed	
Property Manager's full mailing address (street name and number, city, province and postal code)			
Business telephone number and extension	Fax number	Cell phone number	Email address

## DECLARATION

I/We, \_\_\_\_\_, the undersigned, declare / affirm as follows, that:

- a) I/We hereby declare that there has not been any change in ownership;
- b) I/We declare that changes have not been made to the floor plan(s) and parking plan that were submitted with the original application, if the floor plan(s) and / or parking plan have been changed an updated plan(s) are attached;
- c) I/We hereby declare that no changes have been made to the maintenance plan submitted with the original application, if the maintenance has been changed an updated plan is attached;
- d) The statements contained in the Renewal Application and attached documents are true;
- e) The statements contained in the Renewal Application and attached documents are made with a full knowledge of the circumstances connected with the same; and
- f) I have read the declaration and notice contained below.

The issuance of the licence is not intended and shall not be construed as permission or consent by The Corporation of the City of North Bay for the holder of the licence to contravene or fail to observe or comply with any federal, provincial or municipal legislation.

DECLARED/AFFIRMED BEFORE me

at the City of \_\_\_\_\_

in the District of \_\_\_\_\_,

this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
A Commissioner for Taking  
Affidavits, etc.

## REQUIRED DOCUMENTS

The following documents must be attached to this Renewal Application. **All costs incurred for obtaining any of the required documents will be the sole responsibility of the Applicant.**

- Copy of Transfer/Deed – only if a change in ownership has occurred
- Copy of PIN Sheet – only if a change in ownership has occurred
- Copy of Rental Insurance (Minimum \$2,000,000.00 per occurrence)
- Copy of all written Leases relating to this rental property
- Copy of updated Maintenance Plan (if applicable)
- Copy of updated Floor Plan(s) Parking Plan (if applicable)

If there have been changes made to the Floor Plan(s) and/or Parking Plan new plans are required to be submitted with this Renewal Application. The City of North Bay reserves the right to require a full application should changes in the Floor Plan(s) and/ or Parking Plan be deemed substantial.

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of determining eligibility for licensing. Questions about this collection of personal information should be directed to the City Clerk, 200 McIntyre Street East, North Bay ON (705) 474-0626, ext. 2510.

**RESIDENTIAL RENTAL HOUSING  
RENEWAL APPLICATION  
AUTHORIZATION**

**1. CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION**

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application and I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the *Municipal Freedom of Information and Protection of Privacy Act* for the purposes of processing this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**If ALL Owner(s) of the Property cannot be present when the application is submitted, ALL of the Owner(s) must complete Sections 2 and 3, to authorize an Agent to make this application on their behalf.**

**2. CONSENT OF OWNER FOR AGENT TO MAKE THE APPLICATION**

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is subject of this application and I/we authorize \_\_\_\_\_ to make this application on my/our behalf.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**3. CONSENT OF OWNER FOR AGENT TO PROVIDE PERSONAL INFORMATION**

I/We, \_\_\_\_\_, am/are the owner (s)of the land that is the subject of this application and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*;  
I/We authorize \_\_\_\_\_ as my/our agent for this application, to provide any of my /our personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**4. CONSENT OF THE AGENT TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION**

I/We, \_\_\_\_\_, am/are the agent(s) of the land that is the subject of this application and I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the *Municipal Freedom of Information and Protection of Privacy Act* for the purposes of processing this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agent