

**SCHEDULE 'B'**

**SHORT-TERM RENTAL (STR) – Owner / Licencee Acknowledgement Form**

**STR Premises Civic Address:** \_\_\_\_\_

**Printed name of Owner / Licencee:** \_\_\_\_\_

I / We the Owner(s) / Licencee(s) (please circle one), understand and acknowledge that:

1. The STR Premises shall be operated in accordance with the STR Licencing By-law, and all applicable Acts, regulations or other municipal by-laws;
2. The STR Premises shall post valid STR Licence and documentation, visible for inspection and to the Renter(s), in the Dwelling interior, as per STR Licencing By-law;
3. Nothing herein allows an Owner or Licencee to rent a Premises other than those identified on the Licence, based on submitted documentation and Site Plan;
4. The Owner(s) / Licencee(s) will be held Responsible for contraventions of any municipal by-law by Persons found using the STR Premises, and may be subject to demerit points, fines or other enforcement measures;
5. Entry onto any land at any reasonable time, may occur for the purposes of:
  - carrying out an inspection; or
  - determining compliance with STR Licencing by-law; or
  - verifying complaints received under a municipal by-law; or
  - verifying compliance with an order issued; or
  - requiring that a matter or thing be done;by any of the following Persons upon presenting proper credentials:
  - The Chief Building Official or their designate(s);
  - By-law Enforcement Officer or their designate(s);
  - Chief Fire Official or their designate(s);
  - An Officer (as listed above) accompanied by Township staff or authorities;
  - An Agent for the Township;
6. The Licencee is Responsible for renewing an STR Licence by forwarding any required application and supporting documents as per the STR Licencing By-law prior to the expiry date of the Licence;
7. Fee(s) required under the STR Licencing By-law shall be considered late thirty (30) days after the date they are due. Any Fee(s) received on or after the thirty-first (31<sup>st</sup>) day of the Fee being due or an invoice date may be subject to additional Fees as per Fees & Charges By-law, as amended from time to time;
8. The Licencee is Responsible for informing the Township in writing of any changes to an STR Premises, such as occupancy, size, or days of use, within seven (7) days of such change or deviation;
9. The submission of false or misleading information to the Township will void the



application, cause current Licence(s) to be revoked and may be subject to further enforcement measures;

AND, I / We understand that any breach of this acknowledgement, provisions of the STR Licencing By-law or any other municipal by-law may result in the STR Licence being suspended, revoked, or not accepted for renewal by the Township.

**Signatures:**

\_\_\_\_\_  
Owner or Licencee

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner or Licencee

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date