Short-Term Rental Host Application Form

NOTE: By-law and Regulatory Services has the right to refuse your application if you do not provide the proper documents.

The host must re-apply every 2 years. Permits will be mailed to the address provided at the time of application, providing all provisions of the By-Law have been met.

Any questions related to Business and Licencing, call 613 580-2424 extension 44155. Visit Ottawa.ca - Business Licences for a list of businesses requiring a permit.

You must be 18 years old to apply for a business permit

Section 1 - Application Type

New ◯ Re-Application ◯ Ref#: _____

Section 2 - Property Information (Mandatory)

Type of Rental ◯ Principal Residence ◯ Cottage

Will you be renting as one listing or multiple listings ?

◯ Individual Room(s) ◯ A section of the residence ◯ Whole principal residence

Rental property address: _____ Unit # ____

Postal code (A9A 9A9) _____

Number of bedroom(s) rented: _____

Section 3 - Platform(s) Used (Mandatory)

Platform name(s): _____

UserID# or UserID# Profile URL : _____

Section 4 - Property Management (Mandatory)

◯ Self-Managed ◯ Managed by property manager

If managed by property manager, please fill the information below.

Property manager full name: _____

Associated company: _____

Property manager permit number: _____

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Section 5 - Applicant Information (Mandatory)

Host applicant name: _____

Applicant phone number (xxx-xxx-xxxx): _____

Applicant email address: _____

Principal residence address: _____

City: _____

Country: _____

☐ I certify that the information submitted is true and accurate to the best of my knowledge. I understand that my submission is final. Any future adjustment(s) could be considered a voluntarily withdrawal of my submission or my permit. A new submission would therefore be required.

Signature _____ Date (yyyy/mm/dd): _____

Section 6 - Additional Names (If Applicable)

Any additional person(s) listed on the supporting documents, property title or any other documents used in this application, will have to complete a consent form.

Contact name: _____

Relation to host applicant _____ Co-Host ? ☐

Does this person reside at the same address as the host applicant?: ◯ Yes ◯ No

Contact name: _____

Relation to host applicant: _____ Co-Host ? ☐

Does this person reside at the same address as the host applicant?: ◯ Yes ◯ No

Information collected on this form is collected under the authority of Section 151 of the Municipal Act, 2001, S.O. 2001, c.25 and Sections 13 to 14 of the City of Ottawa Short-Term Rental By-law 2021-104, as amended, and is necessary to process a business license or permit application. For Business license or permits enquiries, call 613 580-2424, extension 44155 or write to City of Ottawa, By-law and Regulatory Services, 735 Industrial Ave, 2nd floor Ottawa ON K1G 5J1 str_lcd@ottawa.ca.