



Short-Term Rental Accommodation and Bed & Breakfast Licence Application Form

Required fields are marked with asterisks (*)

Please ensure application is filled out completely. This application is outlined in [By-law 2026-078](#).

PLEASE NOTE that a submission of an application for a Short-Term Rental Accommodation (STRA) does NOT constitute an approval to operate an STRA.

Licence Fee:

\$1,500.00 Initial Fee (STRA Application) (Condo. Initial Fee \$600.00)

\$1,250.00 STRA Renewal (Condo. Renewal Fee \$250.00)

\$500.00 Bed and Breakfast Establishment

\$200.00 Bed and Breakfast Renewal

Application Type *

- ☐ New Application
- ☐ STRA Licence Renewal
- ☐ Bed and Breakfast Renewal

Applicant Type *

- ☐ Owner
- ☐ Authorized Agent

Property Information (Property to be licenced)

Municipal Address *

Current Use of Property *

Applicant Information

Applicant's Name(s) *

Corporation or Partnership Name (if applicable)

Applicant's Address (Street Number, Street Name, Unit Number) *



Applicant's Mobile Phone *

Applicant's Telephone Number

Applicant's email address *

Rental/Booking Agent/Agency

Rental/Booking Agent/Agency *

Corporation or Partnership Name (if applicable)

Agent of Agency Address *

Telephone Number *

Mobile Phone *

Email Address *

Responsible Person

Person responsible for the operation and conduct of the inhabitants s defined in [By-law 2026-078](#) .

Responsible Person's Name *

Responsible Person's Address *

Responsible Person's Telephone Number *

Responsible Person's Mobile Number *

Responsible Person's email address *

Attachments (Must be attached to the application)

- Copy of municipal tax bill proving ownership
- Copy of government issued photo I.D. with applicant's date of birth
- Copy of the liability insurance policy of not less than \$2 million per occurrence for property damage and bodily injury



- Floor plans drawn to scale (**dimensions, type & occupancy of each room, occupant load for sleeping purposes for each room, location of smoke detection/early warning devices, fire extinguishers, exit/egress doors and windows, and an emergency evacuation plan (fire escape route for each bedroom)**)
 - Site Plan drawn to scale with dimensions (**all buildings on the property, with setbacks to property lines, parking locations, with parking spot dimensions and surface treatment, landscaping, buildings, structures, fences, waste container area, amenity areas, location of road access and driveway, and location of septic system/well, if applicable**)
 - A photograph of the front of the dwelling unit
 - Renter's Code of Conduct
 - Responsible person's consent form (**information to be published on the township website**)
 - Homeowner's Consent (if the owner is not the applicant)
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I certify that the information contained in this application, attached schedules, attached plans and specifications and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. I also acknowledge that the municipal address of the Short-Term Rental Accommodation listed on this application will be posted on the Township of Oro-Medonte website as a licensed location and available for the general public to view.

Please sign for the above declaration *

Notice of Collection

Personal information collected on this form is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the administration and enforcement of the Short-Term Rental Accommodations and Bed & Breakfast Licensing By-law. For inquiries, contact the Records and Information Coordinator, Township of Oro-Medonte.