



Application for Residential Rental Units Licensing By-law

The Corporation of the Town of Cobalt
Municipal Office
PO Box 70, Cobalt ON P0J 1C0
T: 705-679-8877 | e-mail: cobalt@cobalt.ca

RENTAL PROPERTY INFORMATION Complete ONE application for EACH individual rental property.

Section A	
Municipal address of rental property	Application type <input type="checkbox"/> New <input type="checkbox"/> Renewal - current licence No.: _____

Section B	
Number of units contained in property - include owner occupied and vacant units: _____	
	# of Bedrooms
SINGLE DETACH DWELLING (1 UNIT)	_____
SINGLE DETACH DWELLING WITH SECONDARY UNIT	_____
2 UNITS (DUPLEX)	_____
3 UNITS (TRIPLEX)	_____
4 UNITS	_____
5 UNITS	_____
6 UNITS	_____

PROPERTY OWNER INFORMATION

Property owner's name	Operating name of business (if applicable)		
Property owner's full mailing address (including street number and name, city, province and postal code)			
Telephone number	/ ext.	Cell phone number	E-mail address

All Applications - All applications must include the following:

- Application fee
 - A copy of the incorporating documentation, if the owner is a Corporation
 - If an agent is acting on behalf of the property owner, a signed Owner's Authorization form
 - A completed Self-Certification Checklist
 - Fire inspection completed in the last two years? No Yes, the fire report is attached
- NOTE: A fire inspection will be scheduled for you if one is required.
An initial fire inspection fee of is applicable unless an inspection was completed within the last two years.
- A floor plan identifying entrances and exits, all rooms and windows.
 - Who should be contacted to arrange inspection times and receive future correspondence? Owner Authorized agent

DECLARATIONS

I, (print name) _____
the undersigned, certify that the statements herein contained in the said application are true and made with a full knowledge of the circumstances connected with the same, and acknowledge that I have read the declaration and notice contained below. The undersigned agrees that the issuance of a licence will be subject to investigations from such municipal or provincial departments or agencies as the Licence Manager deems necessary in accordance with the Residential Rental Units Licensing By-law, Section 5.4. The issuance of the licence is not intended and shall not be construed as permission or consent by the Corporation of the Town of Cobalt for the holder of the licence to contravene or fail to observe or comply with any law of Canada or Ontario or any of the Corporation.

Dated at Cobalt, Ontario this _____ day of _____, 20____

Signature of applicant _____ Owner of property Authorized agent

For Municipal Office use only

Date received (YYYYMMDD)	Receipt Number	Licence Number (<i>New licence only</i>)	Accepted by:
Zoning approved by		Date (YYYYMMDD)	Secondary Dwelling Unit <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable



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Owner's Authorization Form Complete ONE application for EACH individual rental property.

This form is required only if Party other than the Owner is applying for the application.

Municipal address of rental property	
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DECLARATIONS

I/We _____

The Owner(s) of the land being subject to this application do hereby authorize and appoint

Name of Agent _____

as my/our Agent to submit this application on my/our behalf and to conduct all communications on my/our behalf respecting same.

PROPERTY OWNER INFORMATION

Property owner's name	Operating name of business (if applicable)		
Property owner's full mailing address (including street number and name, city, province and postal code)			
Telephone number	/ ext.	Cell phone number	E-mail address

Dated at Cobalt, Ontario this _____ day of _____, 20____

Signature of owner

For Municipal Office use only

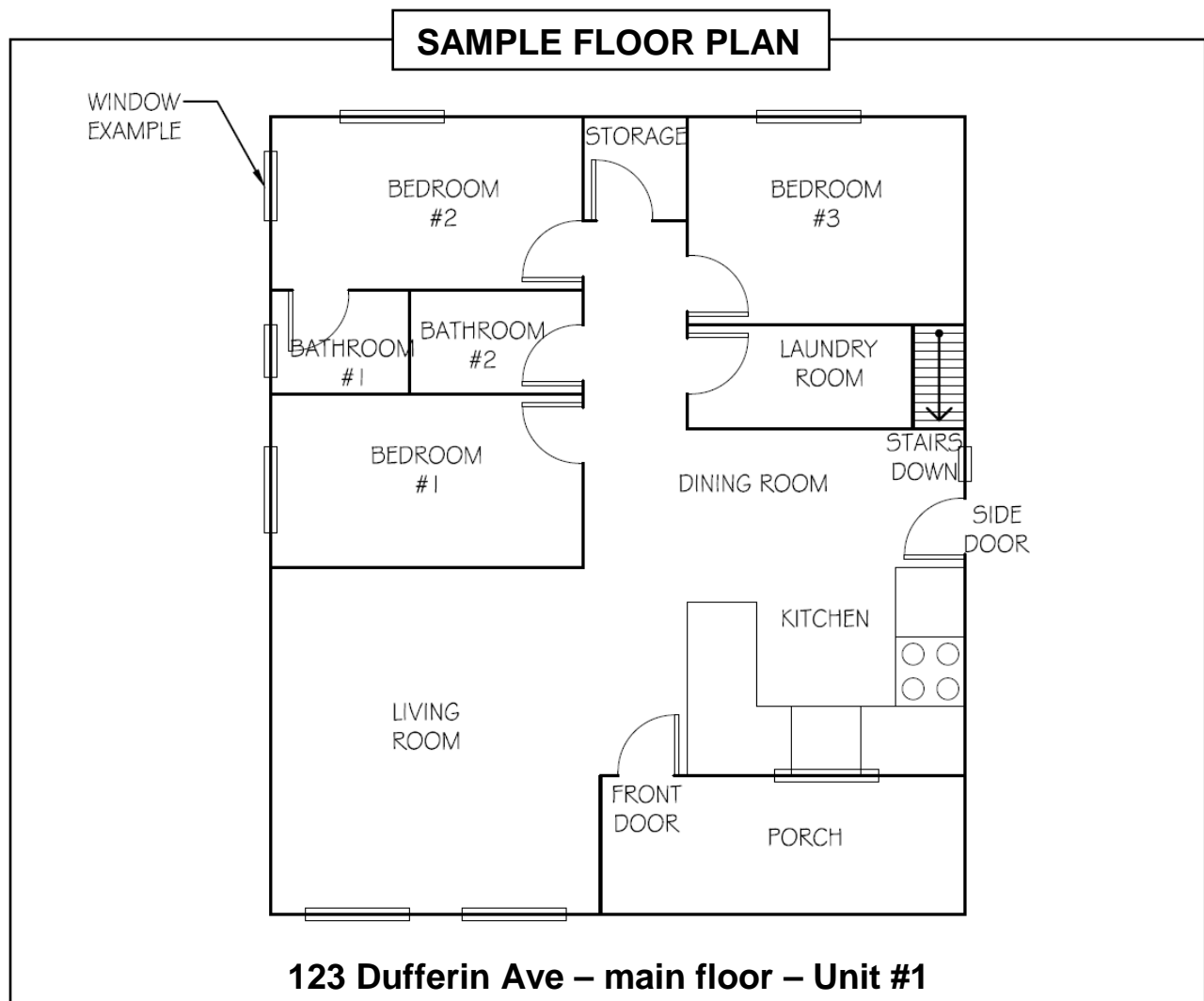
Date received (YYYYMMDD)	Folder number	Licence number (<i>New licence only</i>)	Accepted by:
Zoning approved by (MLEO)		Date (YYYYMMDD)	Secondary Dwelling Unit <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable

FLOOR PLAN GUIDE FOR RESIDENTIAL RENTAL UNIT LICENCE APPLICATION SUBMISSIONS

When providing associated floors plans with your Residential Rental Unit Licence application form, please ensure the following requirements are met:

1. All floor plans if hand drawn must be completed in pen, with a ruler and be legible. Be advised digitally created floor plans are preferred but not required;
2. Every floor/unit (including unfinished/unoccupied basements) in the building must be on a separate page and include the address of property, the floor and/or unit number (e.g. 123 Dufferin Ave – main floor - Unit #1);
3. Each room must be clearly shown and labelled (e.g. bedroom, living room, kitchen);
4. All windows, doors, stairs (internal and external), and all other forms of egress must be clearly shown and labelled, and;
5. All external structures attached to the building must be clearly shown and labelled (e.g. deck, front porch).

Please note: Floor plans are required to be submitted at the time of application. If the floor plans do not meet the requirements above, new plans may be required to be submitted, the Residential Rental Unit Licence Application may not be accepted or the Residential Rental Unit Licence may be revoked.





Residential Rental Unit Self-Certification Checklist

Rental property municipal address

Rental unit number

Please note: (a) one application is required per property; and (b) one self-certification checklist is required per unit.

This Residential Rental Unit Self-Certification Checklist is designed to assist property owners in determining whether their properties comply with the Town of Cobalt's *Property Standards By-Law*. Each item on the checklist must be indicated as being "in compliance" or marked as "non-applicable". Please use the comments section to explain proposed actions to address non-conforming items. Please complete one checklist for each rental unit and supply all tenants within the rental unit with a completed checklist.

Property owners should note that this Self-Certification Checklist is not all-inclusive. In addition to the items listed below, property owners are responsible for ensuring that all their units are in compliance with applicable Town of Cobalt's By-Laws (such as the Zoning By-Law) and any other applicable Provincial/Federal standards.

Exterior and Common Areas of Property	Compliance Verified		Comments
Exterior property areas			
The property is free of garbage and litter	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
The property landscaping is properly maintained	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
There are no dead, decayed or damaged trees	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
There are no wrecked, dismantled or inoperative vehicles	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
There are no dilapidated or collapsed structures	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
Driveways and parking areas are in good condition	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
Exterior lighting is in good working order	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
Accessory buildings (sheds) are well maintained	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
Property fences and gates are in good working order	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
Retaining walls are well maintained	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
Outside garbage storage area kept in a litter free condition	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
Building			
Foundations are in good solid condition	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
All doors, windows, skylights and shutters are well maintained	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
Roofs are in good repair	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
Gutter and downspouts are unclogged and in good condition	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
Chimneys are well maintained and free from loose bricks	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
Staircases are sound and in good condition	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
Guards and handrails are in good condition	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
Decks and balconies are in good solid condition	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
Exterior paint is well maintained	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	
Property is free of graffiti	<input type="radio"/> In compliance	<input type="radio"/> Non-applicable	



Residential Rental Unit Self-Certification Checklist

Rental property municipal address

Rental unit number

Interior of Rental Units	Compliance Verified	Comments
Kitchen		
If you want, enter any comments you have regarding this item.		
Electrical outlets and light switches are functional and have cover plates	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Doors, windows and window screens are in good condition	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
The kitchen sink and faucets drain properly and are free from leakage	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
When equipped with appliances (refrigerator, stove) such appliances are in working order	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Living room – Dining room – Den		
Floor covering is free of trip hazards	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Electrical outlets and light switches are functional and have cover plates	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Doors, windows and window screens are in good condition	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Fireplace in good working condition and properly vented	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Contains a window and/or skylight to provide natural light	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Bedrooms		
Floor covering is free of trip hazards	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Electrical outlets and light switches are functional and have cover plates	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Doors, windows and window screens are in good condition	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Bedroom is provided with a window/skylight for natural light	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Bedroom is at least 7 m ² (75 sq. ft.) without a closet or 6 m ² (65 sq. ft.) with a closet	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
On floor levels which contain bedrooms there shall be at least one window that has a minimum of 3.8 square feet of openable area with no dimension less than 15 inches or alternate means of exit	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	



Residential Rental Unit Self-Certification Checklist

Rental property municipal address

Rental unit number

Interior of units <i>(continued)</i>	Compliance Verified	Comments
Bathrooms		
Floor covering is free of trip hazards	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Electrical outlets and light switches are functional and have cover plates	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Doors, windows and window screens are in good condition	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Bathroom is provided with an opening or openings for natural ventilation of a minimum size of .09 m2 (1 sq. ft.). Note: as an alternative, an exhaust fan with a duct leading to the outside of the dwelling can be utilized for ventilation	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Sink, bathtub/shower and toilet properly drain and are free of leaks	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
HVAC – Heating – Ventilation – Air Conditioning		
HVAC systems and other equipment provided to supply heat and air conditioning shall be maintained	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
The heating system shall be capable of maintaining a temperature of 20° C (68° F) between the hours of 6 a.m. and 11 p.m. and 18° C (65° F) at all other times between the 15th of September and the 15th of June	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Portable heating equipment shall not be used as the main source of heat	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Air conditioners (where provided) shall be equipped with proper devices to prevent condensation draining onto pedestrian routes	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Electrical system		
The dwelling unit has no exposed or bare live wires	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
The use of extension cords is not overloading the circuits	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Electrical systems and breakers are in proper working order	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	
Pest infestation		
The dwelling units are free of rodents, vermin and insects	<input type="radio"/> In compliance <input type="radio"/> Non-applicable	



Residential Rental Unit Self-Certification Checklist

Rental property municipal address

Rental unit number

Every home in Ontario must have a working smoke alarm on every storey and outside all sleeping areas.

I certify this unit complies with this regulation.

Every home in Ontario with a fuel-fired appliance or an attached garage must have a carbon monoxide alarm adjacent to all sleeping areas.

I certify this unit complies with this regulation.

I certify the subject rental unit has been inspected and it meets or exceeds the minimum criteria listed in the Residential Rental Unit Self-Certification Checklist.

I certify the completed Residential Rental Unit Self-Certification Checklist was provided to all tenants within the rental unit.

Print name: _____

Property owner

Property agent

Property owner/agent signature

Date