



Short-Term Rental Licence

Application Checklist

*Please note that you will have to have all these forms available before starting the online application.

- [Renters Code of Conduct](#)
- [Responsible Person Form](#) (who the town can contact within 30 minutes, and be on the premises within 60 minutes in case of an emergency)
- Site plan** (simple, rough sketched map including measurements of your proposed Short-Term Rental.)
- Photo ID** (proof of 18 years of age or older)
- Proof of Ownership** (Municipal Tax Bill, Hydro bill, etc)