

SCHEDULE "A"

LICENCE APPLICATION - SHORT-TERM RENTAL

Select one of the following options:

NEW STR Licence

STR Licence Renewal

PART 1: APPLICANT, OWNER, and LOCAL CONTACT INFORMATION					
APPLICANT	Name:				
	Phone:				
	Email:				
	Address:				
Are you the OWNER <input type="checkbox"/> or PRINCIPAL TENANT <input type="checkbox"/> of the Proposed STR?					
List each OWNER(S) of the Proposed STR:					
1.	Name:	Phone:	Email:		
	Address:				
2.	Name:	Phone:	Email:		
	Address:				
List each PRINCIPAL TENANT(S) (if applicable):					
1.	Name:	Phone:	Email:		
	Address:				
2.	Name:	Phone:	Email:		
	Address:				
LOCAL CONTACT PERSON (must be able to respond within 12 hours):					
Name:		Phone:	Email:		
Address:					
PART 2: STR PROPERTY DETAILS					
Civic Address:					
Unit No.	Street No.	Street Name	Town	Province	Postal Code
Have you previously held a STR licence for this property? No _____ Yes _____					
Have you previously applied and been refused a STR licence or had a licence suspended or cancelled for this property? No _____ Yes _____ When: _____					

PART 3: QUESTIONNAIRE

1. What type of dwelling is this? Single family Seasonal Cottage Mobile Home
 Condominium Apartment Secondary Suite

2. How many legal bedrooms are in the dwelling unit?

3. Is there a wood stove/fireplace?

YES NO

4. Is the dwelling unit provided with:

- Hardwired / interconnected smoke alarms?
- Battery operated / interconnected smoke alarms?
- Carbon Monoxide alarms?

YES NO
 YES NO
 YES NO

5. Does each legal bedroom have a window opening of at least .35m² (3.8ft²) with no dimensions less than 380 mm (15.2")?

YES NO

6. Does each legal bedroom have an interconnected smoke alarm?
 If required, does each legal bedroom have an interconnected carbon monoxide alarm?

YES NO
 YES NO

7. Does the dwelling unit have compliant stairs, guardrails, and graspable handrails?

YES NO

8. Is there an egress route from each legal bedroom to an outdoor exit?

YES NO

9. Do you have valid fire extinguishers in the dwelling unit that are accessible to guests?

YES NO

10. Include a floor plan sketch of the dwelling unit that includes all legal bedrooms, egress routes, smoke alarm and carbon monoxide alarm locations, and fire extinguisher locations.

YES NO

11. To your knowledge, is the property in substantial compliance with the current versions of the Manitoba Building and Fire Codes?

YES NO

PART 4: ACKNOWLEDGEMENT

I ACKNOWLEDGE AND UNDERSTAND THAT UPON RECEIVING A STR LICENCE:

1) I am responsible for complying with the STR By-law and any other by-law in force in the Municipality, as amended, repealed, or replaced from time to time including the Zoning By-law.

Initial: _____

2) I am responsible for complying with the current edition of the Manitoba Building Code, all associated Bylaws and any other applicable enactment, code, regulation, or standard applicable to the use of the dwelling unit as a STR.

Initial: _____

3) I am in no way relieved of full responsibility for complying with the Manitoba Building Code and Fire Code.

Initial: _____

- 4) I am required to advise my home insurance provider that the dwelling unit will be used for a STR and that I am required to obtain adequate damage and liability coverage. Initial: _____
- 5) I am required to provide the Municipality with a contact person who resides in Gimli who can respond and deal with any matters regarding the use of the dwelling unit for a STR within 12hrs. Initial: _____
- 6) I am required to post in a prominent place by all entrances and exits inside the dwelling unit, and in every legal bedroom, an egress route map. Initial: _____
- 7) I am required to post in a prominent place by all entrances and exits inside the dwelling unit, that quiet hours are between the hours of 11:00pm and 7:00am the following day, seven days per week. Initial: _____
- 8) I must ensure that the maximum number of overnight adult guests in the dwelling unit does not exceed two per legal bedroom. Initial: _____
- 9) I must ensure that all accommodations are restricted to the dwelling unit and that no additional accommodations are provided elsewhere on the parcel, including in any motor vehicle, travel trailer, tent, or unlawful dwelling unit. Initial: _____
- 10) I must ensure that the maximum number of dogs in the dwelling unit, and on the parcel, does not exceed three (3) over the age of four (4) months and that all dogs are always leashed and in control. Initial: _____
- 11) I must include the following information in any on-line or physical advertisements used to market the dwelling unit for use as a STR, including a STR platform:
- i. a valid STR licence number.
 - ii. the maximum permitted guest occupancy.
- Initial: _____
- 12) I must post my STR licence in a conspicuous location inside the dwelling unit. Initial: _____
- 13) I must maintain the dwelling unit and the parcel in a clean and sanitary condition with adequate measures for storage and disposal of garbage and waste. Initial: _____
- 14) Upon request of the STR officer or enforcement officer to ensure and demonstrate compliance with the requirements of this By-law, I must:
- i. permit reasonable access to the dwelling unit and parcel to conduct an inspection.
 - ii. provide additional documentation or records.
- Initial: _____

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR A STR LICENCE IN ACCORDANCE WITH THE INFORMATION AS STATED AND DECLARE THAT THE STATEMENTS ARE TRUE AND CORRECT.

I UNDERTAKE, IF GRANTED AN STR LICENCE, TO COMPLY WITH EVERY OBLIGATION CONTAINED IN THE BY-LAWS NOW IN FORCE OR WHICH MAY HEREAFTER COME INTO FORCE IN THE MUNICIPALITY. FAILURE TO MEET THESE OBLIGATIONS MAY RESULT IN THE STR LICENCE BEING SUSPENDED OR CANCELLED.

I UNDERSTAND THAT ALL STR LICENCES EXPIRE ON DECEMBER 31ST OF EACH YEAR AND MUST BE RENEWED EACH YEAR PRIOR TO JANUARY 1ST.

I FURTHER UNDERSTAND THAT EVERY STR LICENCE IS SUBJECT TO REVIEW AT ANY TIME AND MAY BE SUSPENDED OR CANCELLED.

I ACKNOWLEDGE THAT THE PERSONAL INFORMATION COLLECTED IS IN ACCORDANCE WITH *THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT C.C.S.M. C. F175.*

Applicant Name:	Applicant Signature	Date
Witness' Name:	Witness' Signature	Date

PART 5: SUPPORTING DOCUMENTS - All documents must be provided in original application. Those identified with an asterix (**) are not required for renewals unless there have been changes since the original application.

- STR Licence Application.
- Questionnaire.
- Acknowledgement.
- STR Self-Inspection Checklist.
- Proof of ownership - certificate of title or tax certificate. **
- Proof of tenancy- rental agreement and written approval from owner (if applicable). **
- More than one owner or tenant – written approval from other owners/tenants (if applicable). **
- Proof that STR are not prohibited in the declaration, by-laws, and rules of the condominium corporation (if applicable). **
- Contact person name, address, phone, and email. **
- Site plan sketch. **
- Floor plan sketch. **
- Egress route map. **
- Payment of fee.

DECISION

Date:	Licence Decision: _____ Refused (non-compliant) _____ Approved	STR Officer Signature:
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Comments and Conditions: