



SHORT-TERM RENTAL BROKERAGE APPLICATION FORM

THE APPLICATION PROCESS

This package contains the necessary application and forms to obtain a **Short-Term Rental (STR) Brokerage** licence in the City of Vaughan (the City). To apply, persons must submit a completed application and pay the applicable fee as listed at vaughan.ca/BusinessLicensing, as amended. For more information, contact us:

By-law and Compliance, Licensing and Permit Services Department, City of Vaughan

Vaughan City Hall, 2141 Major Mackenzie Dr., 1st floor, Vaughan, ON, L6A 1T1

Phone: 905-832-2281 | Email: bylaw.licensing@vaughan.ca

Website: vaughan.ca/BusinessLicensing

Hours: Monday to Friday, 8:30 am to 4:30 pm, except for statutory holidays

How to apply

Applicants and licensees have four options for submitting new or renewal licence applications:

1. **Licensing Portal** where you can apply online for and renew many licences, posted at vaughan.ca/BusinessLicensing. Note, you will not be required to complete this form if you apply using the portal.
2. **Mail** to the By-law and Compliance, Licensing and Permit Services Department.
3. **Drop off** to drop-boxes located at the entrances of Vaughan City Hall, with the enveloped marked, "Attn: By-law and Compliance, Licensing and Permit Services".
4. **By e-mail** to bylaw.licensing@vaughan.ca, along with scanned copies of required documentation, and an e-mail indicating a contact phone number for staff to collect payment.

Who can submit the application and appoint an authorized agent

As per the table below, the following persons can submit an application. Note that an "authorized agent" may submit the application, provided that the person is given authorization through this application or [separate submission](#) of the Authorized Agent Form at vaughan.ca/BusinessLicensing.

Applicant	Persons who may:
	<ol style="list-style-type: none"> 1. submit the application; and 2. who have the authority to appoint an authorized agent through submission of this form or the Authorized Agent Form
Sole proprietorship	The sole proprietor
Partnership	A partner
Corporation	An officer or director



THE APPLICATION

Section 1 - Applicant information	
The applicant is the entity seeking to be licensed.	
Registered business name (as per Articles of Incorporation or Master Business Licence)	Type of applicant <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
Operating business name (if different than registered business name)	
Name (first and last name of the sole proprietor in a sole proprietorship, a partner in a partnership or a duly authorized director or officer in a corporation)	
Relationship to applicant <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partner <input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Authorized agent	
Position of person submitting the application	
Business address (street no, street name)	Unit
Municipality	Province
Country	Postal code/ zip code
Email address	Alternative telephone number
Mailing address (if different from above)	
Address (street no, street name)	Unit
Municipality	Province
Country	Postal code/zip code
Information about your business	



<p>Which status applies to your business?</p> <p><input type="checkbox"/> New business</p> <p><input type="checkbox"/> Existing business with new owner</p> <p><input type="checkbox"/> Existing business starting operation in Vaughan</p>	<p>Anticipated start date of operation (dd/mm/yy)</p>
<p>Section 2 - Canadian Residency Requirement Short-term rental brokerages are required to have permanent residency in Canada; below, indicate which applies to you.</p>	
<p><input type="checkbox"/> I am an individual and a permanent resident of Canada.</p> <p><input type="checkbox"/> We are a partnership and at least one partner is a permanent resident in Canada or the partnership is incorporated in Canada.</p> <p><input type="checkbox"/> We are a corporation that is incorporated in Canada.</p> <p><input type="checkbox"/> None of the above (in which case you may not be eligible for a Short-Term Rental Brokerage Licence; contact the City to verify this)</p>	
<p>Section 3 – Authorized Agent This section should be completed if the applicant would like to appoint an agent to act on behalf on a business licence or permit applicant(s) or licensee(s).</p>	
<p>Name of authorized agent (first name, last name)</p>	
<p>Business telephone number</p>	<p>Email address</p>
<p>What will the Authorized Agent do on behalf of the applicant? Select all activities that apply.</p> <p><input type="checkbox"/> Apply for a business licence or permit, including payment</p> <p><input type="checkbox"/> Renew a business licence or permit, including payment</p> <p><input type="checkbox"/> Make and respond to inquiries with respect to the licence, permit or application</p> <p><input type="checkbox"/> Update information with respect to the licence, permit or application</p> <p><input type="checkbox"/> Cancel the licence, permit or application</p> <p><input type="checkbox"/> Other, as described here:</p>	

Section 4 – Municipal Accommodation Tax
 Those who operate Short-Term Rentals are required to remit Municipal Accommodation Tax (MAT) on all Short-Term Rental stays. To learn more and register to www.vaughan.ca/mat.

City of Vaughan Municipal Accommodation Tax Registration Number

Section 5 – Required documents
 The following documentation must be submitted with your application.

Item Check the box below if you have included the item.	Description The description is based on the Licensing By-law, as amended, as listed at www.vaughan.ca/bylaw in the By-law Library.
<input type="checkbox"/> Canadian Government-Issued Identification	Canadian government-issued identification which demonstrates the applicant is at least 18 years of age, and that a sole proprietor is a permanent resident in Canada, or that in partnerships, at least one partner is a permanent resident in Canada. This may be one or several pieces of identification.
<input type="checkbox"/> Business Registration Documents	Business Registration Documents (e.g., Master Business Licence, Certificate of Registration, franchise agreement, partnership agreement, or articles of incorporation; if the business' legal and operating name are different, both the Master Business Licence and Articles of Incorporation are required)
<input type="checkbox"/> List of Short-Term Rentals	List of all Short-Term Rentals for at least the previous 7 days
<input type="checkbox"/> Proof of Insurance	Proof of general liability commercial insurance, or any other suitable insurance in the amount of at least \$2,000,000 on the City's standard Certificate of Insurance, linked to vaughan.ca/BusinessLicensing .
<input type="checkbox"/> Authorized Agent Identification (if applicable)	If the applicant would like to appoint an Authorized Agent, Section 3 must be completed and one piece of Canadian government-issued photo identification for the Authorized Agent must be submitted which demonstrates the Authorized Agent is at least 18 years of age.

Section 6 – Declarations

By signing below, the applicant certifies that:

- 1) The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true and accurate to the best of the applicant’s knowledge.
- 2) The person submitting this application has the authority to bind the applicant.
- 3) The applicant acknowledges that the application may contain “personal information” as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the City of Vaughan to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about this collection should be directed to the Chief Licensing Officer, By-law and Compliance, Licensing and Permit Services, City of Vaughan, 2141 Major Mackenzie Drive West, Vaughan, Ontario L6A 1T1, telephone number (905) 832-2281.
- 4) The applicant further agrees that any false information may result in refusal to issue, suspension, revocation or placement of conditions on any licence.

Signature of at least one of the applicant(s), such as the sole proprietor, partners, officers or directors

Note that only those applicants whose names and signatures are submitted below, will be authorized to manage the licence. If there are more than five applicants to be listed, you can include their names, signatures and the date of signatures on the back of this document.

Name of applicant 1	Signature of applicant 1	Date (dd/mm/yy)
Name of applicant 2	Signature of applicant 2	Date (dd/mm/yy)
Name of applicant 3	Signature of applicant 3	Date (dd/mm/yy)
Name of applicant 4	Signature of applicant 4	Date (dd/mm/yy)
Name of applicant 5	Signature of applicant 5	Date (dd/mm/yy)

Signature of the authorized agent (if applicable)

Name of authorized agent	Signature of authorized agent	Date (dd/mm/yy)
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For office use only	
Reviewed by the following staff:	
Notes	Date (dd/mm/yy)