Township of Muskoka Lakes
P.O. Box 129, 1 Bailey Street, Port Carling, Ontario, P0B 1J0
Website: **www. muskokalakes.ca**
Phone: **705-765-3156**
Fax: **705-765-3197**

SHORT TERM RENTAL ACCOMMODATION (STRA)
PRE-APPLICATION CHECKLIST

Owners can prepare for their application by collecting the required information. This information will be required to be inputted into the Cloudpermit application and workspace.

- ☐ Owner Information:
  - ☐ STRA roll number
  - ☐ STRA address
  - ☐ Type of access to STRA (year round maintained public road, summer only maintained public road, private road, right-of-way, water access)
  - ☐ Name of property owner
  - ☐ Mailing address
  - ☐ Telephone number
  - ☐ Email address
  - ☐ Confirmation that owner is 18 years of age or older, as required
  - ☐ Articles of incorporation, including list of all Directors & Shareholders attached (if owner is a corporation)
  - ☐ Proof of ownership attached (Proof of title, Transfer/Deed, Land Registry Parcel Abstract, or Property Tax Bill)
  - ☐ Proof of insurance attached (minimum liability coverage of $2,000,000.00, and must identify the property as an STRA)

- ☐ Applicant Information (if different than owner):
  - ☐ Name of applicant
  - ☐ Name of corporation (if applicable)
  - ☐ Mailing address
  - ☐ Telephone number
  - ☐ Email address
  - ☐ Confirmation that Applicant is 18 years of age or older, as required
  - ☐ Articles of incorporation, including list of all Directors & Shareholders attached (if applicant is a corporation)
  - ☐ Owner Authorization Form

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- ☐ Responsible Person Information:
  - ☐ Name of responsible person
  - ☐ Name of corporation (if applicable)
  - ☐ Mailing address
  - ☐ Telephone number
  - ☐ Email address
  - ☐ Confirmation that Responsible Person is 18 years of age or older, as required
  - ☐ Articles of incorporation, including list of all Directors & Shareholders attached (if responsible person is a corporation)
  - ☐ Responsible Person Declaration Form
- ☐ Photographs of:
  - ☐ The front of the STRA, from the driveway
  - ☐ The entrance (driveway) to the Premises from the road
  - ☐ The entrance (driveway) to the Premises from a private road (if applicable)
  - ☐ Ensure blue 911 sign is clearly visible in the photos
- ☐ A Site Map drawn to scale to identify the locations and dimensions of:
  - ☐ All buildings, structures, landscape features (patios, sundecks, hot tubs, etc)
  - ☐ Location of firepit (must be setback 6m from combustible materials)
  - ☐ Sewage disposal system (if applicable)
  - ☐ Parking areas
  - ☐ Waste disposal bins (with information on removal schedules)
- ☐ A Floor Plan drawn to scale to identify the locations and dimensions of:
  - ☐ All rooms and their intended uses
  - ☐ Plumbing fixtures (sinks, toilets, bathtub/shower, shower stall, wash basins & washing machines)
  - ☐ Smoke and carbon monoxide alarms, and fire extinguishers
  - ☐ Entrances/ exits and fire escape routes
  - ☐ Cooking appliances and fireplaces including gas, electric, and wood
- ☐ A Renter's Code of Conduct signed by the Owner
- ☐ A Licensee Acknowledgement signed by the Owner

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- ☐ A Renter's Information Package including:
  - ☐ Address of the STRA
  - ☐ Responsible Person name and contact information
  - ☐ Emergency and non-emergency phone numbers and locations for police and hospital
  - ☐ Instructions for solid waste disposal, including collection days (if applicable)
  - ☐ Copy of issued License
  - ☐ Site Map
  - ☐ Floor Plan
  - ☐ Renter's Code of Conduct
  - ☐ Common Offences and Penalties
  - ☐ Boater Safety Information

Renter's Information Package does not have to be submitted with application but needs to be prepared to be left at property once License is obtained