



Hamilton

Planning and Economic Development Department
Licensing and By-Law Services
330 Wentworth Street North
Hamilton ON L8L 5W2
Phone: 905-546-2782 option 2
Email: RentalRenoLicence@hamilton.ca

RENOVATION LICENCE APPLICATION
By-law No. 24-055

FOR OFFICE USE ONLY

LICENCE NUMBER: RECEIVED BY
RECEIPT NUMBER APPLICATION DATE

PLEASE PRINT CLEARLY

LANDLORD / PROPERTY OWNER INFORMATION

LAST NAME FIRST NAME
REGISTERED CORPORATION NAME/NUMBER:
ADDRESS
CITY PROVINCE POSTAL CODE
EMAIL
PHONE NUMBER ALTERNATE NUMBER

OPERATOR INFORMATION (IF APPLICABLE)

LAST NAME FIRST NAME
ADDRESS
CITY PROVINCE POSTAL CODE
EMAIL
PHONE NUMBER ALTERNATE NUMBER

RESIDENTIAL COMPLEX INFORMATION

ADDRESS
CITY PROVINCE
POSTAL CODE WARD
# OF RENTAL HOUSING UNITS # OF TENANTED RENTAL HOUSING UNITS

RENTAL HOUSING UNIT INFORMATION

Provide the information below for each Rental Housing Unit in the Residential Complex. If additional space is required, please include a complete list as an attachment to the application in the same format as shown below.

Table with 7 columns: UNIT #, # OF ROOMS, RENTAL RATE, PAYMENT FREQUENCY, TENANCY TERM TYPE, TENANCY TERM START DATE, N13 SERVED TO TENANT? (Yes/No)

## APPLICANT ACKNOWLEDGEMENT

I, (please print name) \_\_\_\_\_

acknowledge it is my responsibility to: notify the City of Hamilton in writing immediately of any changes in the information provided, during the course of this application, the period of a license and upon any renewal of a license and to ensure compliance with City of Hamilton Renovation Licence and Relocation By-law 24-055, pertaining to this application; have provided a copy of the Tenant's Rights and Entitlement Package to all Tenants who received an N13 notice pursuant to section 50(1)(c) of the *Residential Tenancies Act, 2006*; provide the particulars of the arrangements made with the Tenant to the City of Hamilton after such arrangements have been made pursuant to section 25 of the Renovation Licence and Relocation By-law; and, provide any other supplementary documents to confirm the details in this application as requested by the Director.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date of Submission**

**\*\*Submission of this application does not constitute approval by the City of Hamilton and its Departments\*\***

Notice of Collection: The City of Hamilton collects Information under the authority of section 227 of the *Municipal Act, 2001*; S.O. 2001, c. 25, as amended, and the City of Hamilton By-Law No. 24-055. Any personal Information collected will be used to administer the renovation licence program and enforce the City of Hamilton By-Law No. 24-055. As permitted or required by law, Personal Information may be shared with Housing Services, Hamilton Fire, Building, Zoning or other Municipal, Provincial, or Federal Government Department. By providing your contact details, you are consenting to being contacted from the City of Hamilton and/or their agents/contractors for circulation of information related to the business community, business licensing or the location of the business. Questions about the collection of this personal information can be directed to: Supervisor - Licensing Administration, Planning and Economic Development, Licensing & Bylaw Services, 330 Wentworth St N, Hamilton, 905-546-2424 extension 1789.

Business Identity Information collected on this application form will be maintained as a business record. Information such as the name, title, contact information or designation of an individual that identifies the individual in a business, professional or official capacity is not personal information pursuant to section 2(2.1) of the *Municipal Freedom of Information and Protection of Privacy Act*. Business identity information may be publicly available.

Providing false or incomplete information could result in the refusal of this application.

Risks of Using Electronic Communication Notice: The City of Hamilton will use reasonable means to protect the security and confidentiality of information sent and received using electronic communication. However, due to risks such as accidental disclosure or interception by parties not intended to receive the information, we cannot guarantee the security and confidentiality of electronic communication and will not be liable for the improper disclosure of confidential information that is not the direct result of intentional misconduct of the City and/or its staff.

Version Date: December 19, 2024