

Safe Apartment Buildings Registration Form

Use this form to register an apartment building in Hamilton under City of Hamilton By-law 24-054. All apartment buildings, with **two (2) or more storeys** and **six (6) or more rental units** which share at least one (1) common area must be registered. A separate registration form must be completed for each apartment building that you own. Registration must be completed annually.

The completed form must be sent to the Safe Apartment Buildings team. The form can be submitted by email or regular mail:

- safeapartments@hamilton.ca
- Safe Apartment Buildings – Rental Compliance
330 Wentworth Street North
Hamilton, ON
L8L 5W2

A member of the Safe Apartment Buildings team will contact you once the form has been received to complete the registration, process payment of registration fees, and schedule the building evaluation.

Section 1: Apartment Building Information

Street Number	Street Name		
City	Province	Postal Code	
Legal description (found on the property tax bill):			
Property type (check one): Market rate rental apartments Social housing provider (e.g. a non-profit housing provider or a provider receiving a rent supplement from the City of Hamilton) ▪ Number of rental units supplemented under the HSA: _____ ▪ Number of market rate rental units: _____ Other, please specify:			
Year of construction	Number of storeys	Number of rental units	
Types of rental units and vacancies	Type of unit	Number of units	Vacancies
	Bachelor		
	1 bedroom		
	2 bedroom		
	3 bedroom		
	4 bedroom		
	5 bedroom		
	Other (describe):		

The Building Contacts are responsible for communicating with the City of Hamilton about the Safe Apartment Building's By-law and program requirements.

Building Primary Contact		
Primary Contact First Name		Primary Contact Last Name
Company		Position Title
Street Number	Street Name	Unit Number
City	Province	Postal Code
Email Address		Phone Number

**Safe Apartment Buildings By-law 24-054
Registration Form**

Building Secondary Contact			
Secondary Contact First Name		Secondary Contact Last Name	
Company		Position Title	
Street Number	Street Name		Unit Number
City	Province		Postal Code
Email Address		Phone Number	

Section 2: Building Security Features

Does the building have the following?	Yes	No	Provide details e.g. how many, location, or layout details
Locking systems			
Cameras			
Security services or guard			
Self-closing external doors			
Intercom system			
Other (describe):			

Section 3: Building Features and On-site Amenities

Does the building or property have the following?	Yes	No
Accessory buildings (e.g. stand alone maintenance, storage, or utility shed)		
Balconies		
Clothing or textile donation bin		
Exterior fire escape		
Exterior landscaped areas that include features such as: trees, grass, garden beds, fencing, etc.		
Indoor waste sorting/disposal area and/or dumpster		
Outdoor waste sorting/disposal area and/or dumpster		
Waste compactor		
Waste chutes		
Laundry room		
Elevators		
Indoor bike parking		
Outdoor bike parking		

Safe Apartment Buildings By-law 24-054
Registration Form

Indoor car parking area		
Outdoor car parking area		
Tenant storage area or lockers		
Community room		
Fitness room/gym		
Indoor or outdoor children's play area		
Indoor or outdoor pool		
Other (provide details):		

Section 4: Property Management Information

Complete this section if there is a property manager responsible for the building that is not the building owner.

Property Management Company Name		
Street Number	Street Name	Unit Number
City	Province	Postal Code
Representative First Name		Representative Last Name
Email Address		Phone Number

Section 5: Building Ownership Information

Building Ownership Type: Individual/Sole Proprietorship – PROCEED TO QUESTION 5A Corporation – PROCEED TO QUESTION 5B Partnership – PROCEED TO QUESTION 5C
--

QUESTION 5A: Individual/Sole Proprietorship Ownership Type		
<i>Building Owner Information</i>		
Building Owner First Name		Building Owner Last Name
Company		Position Title
Street Number	Street Name	Unit Number
City	Province	Postal Code
Email Address		Phone Number

Safe Apartment Buildings By-law 24-054
Registration Form

--	--

QUESTION 5B: Corporation Ownership Type		
Registered Corporation Number		Business Name
Head Office Address		
Street Number	Street Name	Unit Number
City	Province	Postal Code
Email Address		Phone Number
Local Contact Person Information		
Local Contact Person First Name		Local Contact Person Last Name
Company		Position Title
Street Number	Street Name	Unit Number
City	Province	Postal Code
Email Address		Phone Number
REQUIRED DOCUMENTS – Include the following documents when submitting the registration form: - List of all Directors or Officers of the Corporation, including: full name, mailing address, email address and phone number - Articles of incorporation - A copy of the last initial notice or notice of change which has been filed with the provincial or federal government - A Certificate of Status issued by the Ministry of Government and Consumer Services		

QUESTION 5C: Partnership Ownership Type		
Registered Partnership Number		Business Name
Building Operator First Name		Building Operator Last Name
Company		Position Title
Street Number	Street Name	Unit Number

**Safe Apartment Buildings By-law 24-054
Registration Form**

City	Province	Postal Code
Email Address		Phone Number
REQUIRED DOCUMENTS – Include the following documents when submitting the registration form: - List of all Partners, including: full name, mailing address, email address and phone number		

Section 6: Required Documents

Upload copies of the following mandatory documents to support building registration:

- Evidence of ownership
- Proof of general liability insurance for the Apartment Building that:
 - o Has a minimum per occurrence limit of \$2,000,000;
 - o Identifies the proposed use of the premise is as a rental property; and,
 - o Requires the insurer to notify the City of Hamilton of any intended cancellation no fewer than 14 days prior to such cancellation.
- Integrated pest management plan
- Waste management plan
- Cleaning plan
- State of good repair plan
- Electrical maintenance plan
- Vital service disruption plan
- Required documents from Sections 5B or 5C, if applicable
- Required document from Section 7, if applicable

Section 7: Applicant Confirmation

I have the authority to register the apartment building and/or bind the Corporation (if applicable):

Option 1: I am the Building Owner

Option 2: I am authorized by the Building Owner to complete the registration on their behalf

REQUIRED DOCUMENT – If Option 2 is selected, provide a letter signed by the building owner confirming the person completing this form has authority to register the building.

Section 8: Applicant Acknowledgement

I, (print name) _____, certify the accuracy, truthfulness and completeness of this application. I furthermore acknowledge it is my responsibility to ensure compliance with City of Hamilton Safe Apartment Buildings By-law 24-054, which includes without limitation:

- Notifying the City of Hamilton in writing of any changes pertaining to this registration in the information provided, within seven (7) days of the change, during the course of this application for registration and during the one-year period of registration;
- Applying for building registration annually;
- Paying the required registration fee annually and any other applicable program fees (Note: Social housing providers are exempt from registration and renewal fees for rental units that receive a rent supplement under the HSA. Market rate rental units that do not receive a rental supplement under the HSA are not eligible for the registration fee exemption. A social housing provider refers to a non-profit housing provider or a provider receiving a rent supplement from the City of Hamilton.);
- Implementing the mandatory maintenance plans as provided to support this registration;
- Maintaining records and logs to demonstrate compliance;
- Providing information about the mandatory plans, building evaluation results and any other information related to the Safe Apartments program to building Tenants upon request or before any planned/unplanned maintenance or repair activities; and,
- Providing any other supplementary documents to confirm the details in this application as requested by the Director.

Applicant Signature:

Date:

Section 9: Notice of Collection

The City of Hamilton collects information under authority of Sections 10 and 227 of the Municipal Act, 2001 in conjunction with the Safe Apartment Buildings By-law 24-054. Any personal information collected will be used for the Safe Apartment Buildings program and will be used to support various activities required under the Safe Apartment Buildings By-law, including providing information about program requirements, registering the building in the program, confirming building ownership, and issuing invoices for payment of program fees. By providing your email address and telephone number, you are consenting to receiving emails and phone calls from the City of Hamilton and/or their

Safe Apartment Buildings By-law 24-054
Registration Form

agents/contractors for the purposes of contacting the building owner and/or operator to schedule and complete the on-site building evaluation, to address concerns submitted by tenants or residents about building conditions or safety, and to ensure that the building, its owner and/or operator are in compliance with the Safe Apartment Buildings By-law.

Information collected for this initiative may be stored on servers located in Canada and the United States and may be subject to Canadian and/or American laws. Questions about the collection of this personal information can be directed to the Manager of Rental Compliance, Planning and Economic Development, 330 Wentworth St. N., Hamilton, L8L 5W3 Ontario, safeapartments@hamilton.ca

Business Identity Information

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.