

Safe Apartment Buildings By-law Sample

Registration Form

This is a sample copy of the online form to register an apartment building in Hamilton under City of Hamilton By-law 24-054.

This document is provided for reference only. Visit [My.Hamilton.ca](https://my.hamilton.ca) to complete your registration.

Only the following property types need to register un the by-law:

- Purpose-built apartment buildings with two or more storeys and six or more units sharing at least one common area
- Certain condominium rental properties with two or more storeys and six or more rental units sharing at least one common area, where all units are owned by the same person or related persons and the majority of units are rented out

Properties that do not meet the above criteria, as well as long-term care homes, licensed residential care facilities, licensed retirement homes, lodging homes or housing co-operatives, and condominium properties that do not meet the registration requirements, are not required to register.

If you are unsure if registration is required for your property, email SafeApartments@hamilton.ca for assistance.

Apartment Building Information

Address

Building addresses may only be in the Hamilton area

Legal description of the building

Property type

Select one:

- Market rate rental apartments
- Social housing provider (i.e. a non-profit housing provider or a provider receiving a rent supplement from the City of Hamilton)
- Other

Number of rental units supplemented under the Housing Services Act (HSA)

Number of market rate rental units

Building year of construction

Number of storeys in the apartment building:

Count only the floors that contain residential rental units. Do not include:

- Floors used only for commercial business
- A basement that is below ground level, even if it contains rental units

Only apartment buildings with two or more storeys and six or more rental units must register.

Total number of rental units in the apartment building

Enter the total number of rental units in the building, including any rental units located in the basement.

Types of Rental Units

Bachelor units

- Total number of bachelor units
- Number of vacant bachelor units

One-bedroom units

- Total number of 1-bedroom units

- Number of vacant 1-bedroom units

Two-bedroom units

- Total number of 2-bedroom units
- Number of vacant 2-bedroom units

Three-bedroom units

- Total number of 3-bedroom units
- Number of vacant 3-bedroom units

Do you have more unit types to add? i.e. Four or five-bedroom units

Building Contacts

Primary building contact

- First name
- Last name
- Address
- Unit or suite number
- Email address
- Phone number

Secondary building contact

- First name
- Last name
- Address
- Unit or suite number
- Email address

- Phone number

Building Security Features

Provide information about the apartment building's security features.

If “yes” is selected for any security feature below, you will be prompted to provide details (i.e. how many, location, or layout)

- Does the building have an automatic locking system?
- Does the building have cameras?
- Does the building have security services or guards?
- Does the building have self-closing external doors?
- Does the building have an intercom system?
- Does the building have other security features?

Building Features and On-Site Amenities

Does the building have any of the following features or amenities?

Check all the apply:

- Accessory buildings (i.e. standalone maintenance, storage or utility shed)
- Balconies
- Clothing or textile donation bin
- Dumpsters
- Exterior landscaped areas that include features such as trees, shrubs, 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
- Indoor car parking
- Outdoor car parking
- Tenant storage area or lockers
- Community room
- Fitness room/gym
- Indoor or outdoor children's play area
- Indoor or outdoor pool
- None of the above

Property Management Information

Does the building have a property manager? If yes, provide:

- Property management company name
- Address
- Representative's first name
- Representative's last name
- Email address

- Phone number

Building Ownership Information

Is the building owned by a:

- Individual / sole proprietorship
- Partnership
- Corporation

If owned by an individual / sole proprietorship, provide building owner information:

- First name
- Last name
- Company and position title
- Address
- Email address
- Phone number

If owned by a partnership, provide partnership information:

- Registered partnership number
- Business name
- Upload a list of all partners, including full name, mailing address, email address and phone number

Is there a building operator? If yes, provide:

- First name
- Last name

- Company and position title
- Address
- Email address
- Phone number

If owned by a corporation, provide corporation information:

- Registered corporation number
- Business name
- Head office address

Corporation location contact information:

- First name
- Last name
- Mailing address
- Email address
- Phone number

Required Documents for All Applicants

Upload the following documents for the apartment building:

- Proof of general liability insurance with a minimum coverage of \$2,000,000 per occurrence
- Integrated pest management plan
- Cleaning plan
- State of good repair plan
- Electrical maintenance plan

- Waste management plan
- Vital service disruption plan

Accepted file types: DOC, DOCX, DOT, PDF, PPT, PPTX, TXT, WPS, XLS, XLSX, XLT

Maximum file size: 10 MB per file

Applicant Confirmation

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

- I am the building owner
- The building owner has authorized me to complete the registration on their behalf

If registration is complete by someone authorized by the building owner, provide:

- Letter signed by the building owner confirming the person completing this form has authority to register the building

Acknowledgement

I certify the accuracy, truthfulness, and completeness of this application. I furthermore acknowledge it is my responsibility to ensure compliance with the City of Hamilton's 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. 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 Apartment Buildings program to tenants upon request or before any planned or unplanned maintenance or repair activities; and, providing any other supplementary documents to confirm the details in this application as requested by the Director, Licensing and By-law Services.

- I Agree

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 for will be used for the Safe Apartment Buildings program 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 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. Questions about the collection of this personal information can be directed to the Manager 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.