

Short Term Accommodation Application

Schedule A2
(5 Pages)

This form is to be filed in accordance with the **Short-Term Accommodation** By-law #22-07 and whereas the requirements of the By-law apply to the trade, business or occupation of providing **short-term accommodation** within the geographic limits of the Township as of the effective date of that By-law and reoccurring Bi-annually.

5.3.1. Owner & Establishment Information

Owner, Applicant and/or Agent	Address of Accommodation
Owner Address	Roll# _____
Telephone/Cellphone	Plan# _____
Office Email Address	Lot/Con _____
Advertisement or Listing #1	Fax _____
Advertisement or Listing #2	Web Site _____
	Advertisement or Listing #3 _____
	Advertisement or Listing #4 _____ <small>(Please attach a page where more space is required.)</small>

Documents required	Date Received by Staff	Notes by Officer
5.3.2. Proof of Ownership (transfer/deed/tax bill)		
5.3.3.to 5.3.6. Responsible Person Consent Form *		
5.3.7. STA Applicant Declaration*		
5.3.8. Proof of Insurance		
5.3.9. Approved Floor Plan & Site Map		
5.3.10. Parking Management Plan		
5.3.11. Property Management Plan *		
5.3.12. Renter's Code *		
5.3.13. Prescribed Fees *		
6.5 Electrical Safety Authority Conformity		

* Form included in the application package

I acknowledge by signing this application that I have read and understand the contents of the complete Short Term Rental By-law and hereby certifying the accuracy, truthfulness, and completeness of this application and do agree to submit further information as requested to complete this application.

Signature

Signature of the Person Submitting this Form

Name

Name of the Person Submitting this Form (print)

Date of Signature

MM DD YY

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5.3.3. & 5.3.4.
Agent Authorization

5.3.3. to 5.3.6. Responsible Person Consent Form

In the instance of an applicant or agent acting on behalf of the Owner, an Owner's written authorization permitting the applicant or agent to act on their behalf and is as follows:

Authority to Act as Agent

On our behalf, I appoint the following person/business to act as our agent in the preparation of this application for a Short-Term Accommodation Agreement with the Township of Assiginack. I certify that the submitted documents are true and accurate and hereby assign the clerical duties to the described. I acknowledge that any responsibility for complying to the terms and conditions within the By-law and any other applicable law remains mine, the owner of the property.

Agent Name(s)		Address of Agent	
Telephone/Cellphone		Fax	
Office Email Address		Web Site	
Agent Signature		Date	

Authority to Act as Operator

In the instance of a corporation or partnership, the name, address, telephone number and email address for each director and officer or partner of the Owner and / rental agent or agency be provided and are as follows:

On our behalf, I appoint the following persons or business to act as our Operator of this establishment we currently requesting application for licence under the Short-Term Accommodation By-law. I acknowledge that any responsibility for complying to the terms and conditions within the By-law and any other applicable law remains mine, the owner of the property.

Operator Name(s)		Address of Operator	
Telephone/Cellphone		Fax	
Office Email Address		Web Site	
Operator Signature		Date	

* Expiration of this contract between Owner and the Agent and/or the Operator, for the purposes of this application, expires annually on Dec. 31.

Owner Signature _____
Signature of the Property Owner

Name _____
Name of the Property Owner (printed)

Date of Signature
 MM DD YY

Contact Phone: _____
 Email: _____

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5.3.7.

STA Applicant
Declaration

5.3.7. Short Term Accommodation Applicant Declaration Form

I _____ certify that the information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

I _____ shall defend, indemnify and save harmless the Township of Assiginack, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the applicant/licensee, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this contract.

Signature of Applicant: _____ Date: _____

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5.3.11. Property Management Plan

5.3.11 Property Management Plan Points of Interest

Means a detailed plan that identifies those measures the Owner will implement to ensure good waste disposal practices, emergency response, compliance with the Township Standards for Maintenance of Property By-law #12-09, as amended (referred to herein as the Property Standards By-law) and any other By-law related to property maintenance and/or management.

Following are the details to be provided for how you will handle these aspects of business:

- WASTE DISPOSAL:** The recycle depot hours are posted on the Municipal website, proof of Municipal Residential status is required by all patrons.
 - This should include how you will handle the excess waste accumulated at your establishment, who will remit to the landfill and what you are asking the patrons to bring and take back with them.
 - Ensure compliance to this bylaw and especially Section 6.17 of this By-law.

- STANDARDS FOR MAINTENANCE OF PROPERTY BY-LAW # 12-09, AS AMENDED:** Include how you will maintain and keep clean, free of debris and clutter, maintenance of grass, shrubs, etc.

- SPACE USED IN THE SHORT-TERM ACCOMMODATIONS**
 - **NUMBER OF ROOMS (___ X 2 PEOPLE) + 2 PEOPLE = _____ CAPACITY**
 - The Maximum allowable persons are 10 at one time per property registration
 - Include a building layout plan for every floor that details the path of exit, location of smoke detectors and fire extinguishers
 - This should also include the emergency contact numbers and address of the location for emergency purposes.
 - To be reviewed and approved through consultation with the Assiginack Fire Services Department.
 - This shall be posted in the entry and in any room used for Short Term Accommodation purposes.

- PARKING MANAGEMENT PLAN:** May be hand drawn, must include a site map labelled Parking Management and the location of transient vehicles [your agreement for the renters must include your rules for parking, e.g., if you have 3 rooms are you renting to 3 different families whereby you will need one space for each family/vehicle and if they have more than one vehicle what are your rules]. Ensure that you have compliance to the by-law and that there are established protocols in your Renters code to respect the properties surrounding yours.

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5.3.12. Code of Conduct

5.3.12. Township of Assiginack - STA Code of Conduct

I / we the owner/operator of the Short-Term Accommodation Premises under this application, do here by agree to adhere to all Municipal By-laws as they pertain to the provision of services within the Township of Assiginack.

I / we agree that the following will be held to a high standard for our property and ensure that our guests are well informed of the same.

- As a responsible Short Term Accommodation Premises will ensure to make all guests aware of safety measures in place for:
 - Fire safety, Covid-19, Animal securement on premises and in the public, etc.
- No more then 2 guests per registered room to a maximum of 10 at any given time
- There is a valid Short-Term Accommodation Permit visible at the entrance to show conformity to this By-law along with the appropriate approved Safety Plan layouts
- No problematic disturbances of the peace to any resident or accommodation at any given time of noise, safety or otherwise so the full enjoyment of our community can be obtained by all who live or visit here.
- Must follow the “Open Air Burning” policy and/or Fire prevention methods installed by regulators
- Parking of vehicles is only permissible on registered area of the premises of the Short-Term Accommodation Property
- Uphold the highest standard for local tourist accommodations and endeavor to foster respectful relationships, character, and amenities within the tourism industry and local businesses to cultivate a quality standard in our community.
- The Short-Term Accommodation property owner/operator/employees/visitors shall defend, indemnify, and save harmless the Township of Assiginack, its elected officials, officers, employees, and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature in connection with or in any way related to the delivery of or performance of this contract.

By signing, we acknowledge the receipt of this document and declare that we have been fully advised of the parameters of the use of the Short-Term Accommodation and the By-law regulating such within the Township of Assiginack.

Short-Term Accommodation Premises:

Rental Dates:

Agreement Signed on:

Owner:

Signature:

Phone:

Guest:

Signature:

Phone: