



RESIDENTIAL RENTAL HOUSING CHANGE OF OWNERSHIP FORM

RENTAL PROPERTY INFORMATION

Municipal Address of Rental Unit		Original Owner(s) Name(s)			
Type of Rental Unit					
Single Detached	<input type="checkbox"/>	No. of bedrooms	_____	Double Duplex	<input type="checkbox"/>
Semi-detached	<input type="checkbox"/>	_____		Multiple Dwellings	<input type="checkbox"/>
Duplex	<input type="checkbox"/>	_____		Townhouse	<input type="checkbox"/>
Triplex	<input type="checkbox"/>	_____			_____

PROPERTY OWNER INFORMATION — as shown on the Transfer/Deed (Please Print)

Owner's name and surname (or Corporation's name) – Printed		Business Operating Name (if applicable) - Printed		
Owner's full mailing address (street name and number, city, province and postal code)				
Business telephone number and extension	Fax number	Cell phone number	Email address	

Owner's name and surname (or Corporation's name) – Printed		Business Operating Name (if applicable) - Printed		
Owner's full mailing address (street name and number, city, province and postal code)				
Business telephone number and extension	Fax number	Cell phone number	Email address	

Owner's name and surname (or Corporation's name) – Printed		Business Operating Name (if applicable) - Printed		
Owner's full mailing address (street name and number, city, province and postal code)				
Business telephone number and extension	Fax number	Cell phone number	Email address	

Owner's name and surname (or Corporation's name) - Printed		Business Operating Name (if applicable) - Printed		
Owner's full mailing address (street name and number, city, province and postal code)				
Business telephone number and extension	Fax number	Cell phone number	Email address	

PROPERTY MANAGER'S INFORMATION - if applicable

Property Manager's Name and Surname – Printed		Business Operating Name (if applicable) - Printed		
Property Manager's full mailing address (street name and number, city, province and postal code)				
Business telephone number and extension	Fax number	Cell phone number	Email address	

DECLARATION

I/We, _____, the undersigned, declare/ affirm as follows, that:

- a) I/We am/are the registered owner(s) of the property;
- b) Having reviewed the original application I /we certify that no changes have been made to the floor plan(s) and parking plan which were submitted with the original application;
- c) Having reviewed the original application I/we will comply with the maintenance plan submitted with the original application;
- d) I/We have read Section 7 of By-Law No. 2012-55 and certify that the rental unit conforms with Section 7 of By-Law No. 2012-55;
- e) the statements herein contained in the said application and attached documents are true;
- f) the statements herein contained in the Change of Ownership and attached documents are made with a full knowledge of the circumstances connected with the same; and
- g) I/We have read the declaration and notice contained below.

The issuance of the licence is not intended and shall not be construed as permission or consent by The Corporation of the City of North Bay for the holder of the licence to contravene or fail to observe or comply with any federal, provincial or municipal legislation.

DECLARED/AFFIRMED BEFORE me

at the City of _____

in the District of _____,

this ____ day of _____, _____

A Commissioner for Taking
Affidavits, etc.

****Please be advised that the re-issued Licence shall only be valid for the same period of time of the original Licence.****

REQUIRED DOCUMENTS

The following documents must be attached to this Change of Ownership Form. **All costs incurred for obtaining any of the required documents will be the sole responsibility of the Applicant.**

- Copy of Transfer/Deed
- Copy of Rental Insurance (Minimum \$2,000,000.00 per occurrence)
- Copy of all written Leases relating to this rental property

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of determining eligibility for licensing. Questions about this collection of personal information should be directed to the City Clerk, 200 McIntyre Street East, North Bay (705) 474-0626, ext. 2510.

**RESIDENTIAL RENTAL HOUSING
CHANGE OF OWNERSHIP
AUTHORIZATION**

1. CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I/We, _____, am/are the owner(s) of the land that is the subject of this application and I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the *Municipal Freedom of Information and Protection of Privacy Act* for the purposes of processing this application.

Date

Signature of Owner

Date

Signature of Owner

If ALL Owner(s) of the Property cannot be present when the application is submitted, ALL of the Owner(s) must complete Sections 2 and 3, to authorize an Agent to make this application on their behalf.

2. CONSENT OF OWNER FOR AGENT TO MAKE THE APPLICATION

I/We, _____, am/are the owner(s) of the land that is subject of this application and I/we authorize _____ to make this application on my /our behalf.

Date

Signature of Owner

Date

Signature of Owner

3. CONSENT OF OWNER FOR AGENT TO PROVIDE PERSONAL INFORMATION

I/We, _____, am/are the owner (s)of the land that is the subject of this application and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*;

I/We authorize _____ as my/our agent for this application, to provide any of my /our personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner

Date

Signature of Owner

4. CONSENT OF THE AGENT TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I/We, _____, am/are the agent(s) of the land that is the subject of this application and I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the *Municipal Freedom of Information and Protection of Privacy Act* for the purposes of processing this application.

Date

Signature of Agent