

1 Centennial Square Victoria, BC V8W 1P6 250.361.0572 businesslicence@victoria.ca victoria.ca

## **Long-Term Rental Property Business Licence Application**

For long-term rentals under a residential tenancy agreement or accommodation offered for rental periods of 30 consecutive nights or more.

For information, or assistance completing this form, please contact Business Licensing at 250.361.0572 or by email at <a href="mailto:businesslicence@victoria.ca">businesslicence@victoria.ca</a>. You can submit your completed application by email to <a href="mailto:businesslicence@victoria.ca">businesslicence@victoria.ca</a> or mail it to the above address.

**IMPORTANT:** Applications must be completed in full and accompanied by appropriate documentation. Incomplete forms will not be processed. Completion of this application does not guarantee approval of the application. Approved licences will be issued only upon receipt of payment of the business licence fee. Conducting business without a valid licence is an offence for which penalties are prescribed. The minimum penalty is a fine of \$250 per day for each day that the offence continues, pursuant to Sec. 4(a) of the Business Licence Bylaw.

Part A: Property Inform	ation				
Property Address:		Victoria, BC Postal Code:			
Rental Type (SELECT ONE)					
☐ Non-transient / Residentia	ıl use (Residential Tena	ancy Agreeme	nt <b>)</b>		
☐ Transient / Non-residentia	l use of 30 consecutive	e nights or mo	re (vacation re	entals, Airbnb, etc.	)
Accomodation Type (SELECT ON	E OR MORE, IF APPLICABL	_E)			
Condo	☐ Multi (Duplex, Triplex, etc.)		☐ Rooming house		
☐ Single family dwelling	Apartment build	ding 🗌 Boarding		g house	
☐ Secondary suite	☐ Garden suite	Accessor		ry building	
☐ Single bedroom					
Room Type(s) and Number of	Units				
Room type	Number of units	Unit rate		Unit fees	
☐ Single room(s)		units X \$5.0	00 per unit =		_
☐ Bachelor suite(s)		units X \$10.00 per unit =		-	_
One bedroom suite(s)		units X \$15.00 per unit =			_
☐ Two bedroom suite(s)		units X \$20.00 per unit =			_
☐ Three bedroom suite(s)		units X \$25.00 per unit =			_
Total number of units	<del></del>	Total unit fees: \$			_ (A)
Coin Operated Machines					
Coin-operated machines	Number of units	Unit rate		Machine fees	
# of washers and dryers		units X \$11.00 per unit =			_
# of other machines		units X \$15.00 per unit =			_
Total number of machines		Total fees: \$			_ (B)
Total licence fees for this prop	erty			\$	_(total of line A and B)



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## Part B: Applicant(s) Information

n application can be submitted by an owner or ma			- '
Sole Proprietor's name: (If you plan to oper	rate the business on you	r own, either under you	r own name or a business name):
Partnership name(s): (If you plan to operat	te the business with one	or more partners):	
Limited/Incorporated company name: (If y and your personal assets):	ou plan to operate the b	usiness as a separate leg	gal entity, separate from yourself
Mailing address:			
FULL STREET ADDRESS, INCLUDING UN	NIT # IF APPLICATBLE	CITY	PROVINCE/STATE AND POSTAL CODE
Phone number:	Email: _		
<ul><li>☐ Yes</li><li>☐ No. I authorize the City of Victoria to obtain t plus applicable taxes will be charged by the Ci</li></ul>	•		9
Part C: Declaration			
the undersigned, confirm as the business owner (segulations and requirements of the Business Licence bligations may result in the business licence being sommence business until a Long-Term Rental Business	ce Bylaw No. 89-071 and suspended or reported t	all other applicable City o City Council for possil	bylaws. Further, failure to meet these ble revocation. I understand I cannot
applicant name(s) (printed)		Date Signed:	
applicant signature(s): 1		Date Signed:	
applicant signature(s): 2		Date Signed:	
	Date Stamp (OFFICE I	JSE ONLY)	
	1		