



Township of Muskoka Lakes  
P.O. Box 129, 1 Bailey Street, Port Carling, Ontario, P0B 1J0  
Website: [www.muskokalakes.ca](http://www.muskokalakes.ca)  
Phone: 705-765-3156  
Fax: 705-765-3197

## **SHORT TERM RENTAL ACCOMMODATION (STRA) PRE-APPLICATION CHECKLIST**

Owners can prepare for their application by collecting the required information.

- ☐ Owner Information:
  - ☐ STRA roll number
  - ☐ STRA address
  - ☐ Type of access to STRA (year round maintained public road, summer only maintained public road, private road, right-of-way, water access)
  - ☐ Name of property owner
  - ☐ Mailing address
  - ☐ Telephone number
  - ☐ Email address
  - ☐ Confirmation that owner is 18 years of age or older, as required
  - ☐ Articles of incorporation, including list of all Directors & Shareholders attached (if owner is a corporation)
  - ☐ Proof of ownership attached (Proof of title, Transfer/Deed, Land Registry Parcel Abstract, or Property Tax Bill)
  - ☐ Proof of insurance attached (minimum liability coverage of \$2,000,000.00, and must identify the property as an STRA)
- ☐ Applicant Information (if different than owner):
  - ☐ Name of applicant
  - ☐ Name of corporation (if applicable)
  - ☐ Mailing address
  - ☐ Telephone number
  - ☐ Email address
  - ☐ Confirmation that Applicant is 18 years of age or older, as required
  - ☐ Articles of incorporation, including list of all Directors & Shareholders attached (if applicant is a corporation)
  - ☐ Owner Authorization from property owner attached
- ☐ Responsible Person Information:
  - ☐ Name of responsible person
  - ☐ Name of corporation (if applicable)
  - ☐ Mailing address
  - ☐ Telephone number



**Township of Muskoka Lakes**  
**P.O. Box 129, 1 Bailey Street, Port Carling, Ontario, P0B 1J0**  
**Website: [www.muskokalak.es.ca](http://www.muskokalak.es.ca)**  
**Phone: 705-765-3156**  
**Fax: 705-765-3197**

- ☐ Email address
- ☐ Confirmation that Responsible Person is 18 years of age or older, as required
- ☐ Articles of incorporation, including list of all Directors & Shareholders attached (if responsible person is a corporation)
- ☐ Responsible person declaration form attached (required even if responsible person is property owner)
- ☐ Photographs of:
  - ☐ The front of the Short-Term Rental Accommodation, from the driveway
  - ☐ The entrance (driveway) to the Premises from the road
  - ☐ The entrance (driveway) to the Premises from a private road (if applicable)
- ☐ A Site Map drawn to scale to identify the locations and dimensions of:
  - ☐ All buildings, structures, landscape features (patios, sun decks, firepits, hot tubs)
  - ☐ Sewage disposal system (if applicable)
  - ☐ Parking areas
  - ☐ Waste disposal bins (with information on removal schedules)
- ☐ A Floor Plan drawn to scale to identify the locations and dimensions of:
  - ☐ All rooms and their intended uses
  - ☐ Plumbing fixtures (sinks, toilets, bathtub/shower, shower stall, wash basins & washing machines)
  - ☐ Smoke and carbon monoxide alarms, and fire extinguishers
  - ☐ Entrances/ exits and fire escape routes
  - ☐ Cooking appliances and fireplaces including gas, electric, and wood
- ☐ Schedule 3
  - ☐ Showing all plumbing fixtures, number of bedrooms and finished floor area in each building on the premises
- ☐ A Renter's Code of Conduct signed by the Owner
- ☐ A Licensee Acknowledgement signed by the Owner
- ☐ A Renter's Information Package including:
  - ☐ Address of the STRA



Township of Muskoka Lakes  
P.O. Box 129, 1 Bailey Street, Port Carling, Ontario, P0B 1J0  
Website: [www. muskokalakes.ca](http://www.muskokalakes.ca)  
Phone: 705-765-3156  
Fax: 705-765-3197

- ☐ Responsible Person name and contact information
- ☐ Emergency and non-emergency phone numbers and locations for police and hospital
- ☐ Instructions for solid waste disposal, including collection days (if applicable)
- ☐ Copy of issued License
- ☐ Site Map
- ☐ Floor Plan
- ☐ Renter's Code of Conduct (Renter) - to be signed by Primary Renter
- ☐ Common Offences and Penalties
- ☐ Boater Safety Information

Renter's Information Package does not have to be submitted with application but needs to be prepared to be left at property once License is obtained