



Township of Muskoka Lakes
P.O. Box 129, 1 Bailey Street, Port Carling, Ontario, P0B 1J0
Website: 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, Property Tax Bill – 'My Property Info' available from the Muskoka Lakes Online Portal <https://online.muskokalakes.ca/> - contact propertytax@muskokalakes.ca if registration assistance is required, or MPAC Property Assessment Notice – available through 'AboutMyProperty' at www.mpac.ca)
 - ☐ 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



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- ☐ Responsible Person Information:
 - ☐ Name of responsible person
 - ☐ Name of corporation (if applicable)
 - ☐ Mailing address
 - ☐ Telephone number
 - ☐ 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



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- ☐ A Licensee Acknowledgement signed by the Owner
- ☐ A Renter's Information Package including:
 - ☐ Address of the STRA
 - ☐ 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