



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, Property Tax Bill – ‘My Property Info’ available from the Muskoka Lakes Online Portal <https://online.muskokalakes.ca/> - contact [propertytax@muskokalakes.ca](mailto:propertytax@muskokalakes.ca) if registration assistance is required, or MPAC Property Assessment Notice – available through ‘AboutMyProperty’ at [www.mpac.ca](http://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 driveway side, not lake side, if applicable)
  - The entrance (driveway) to the Premises from the road (please include blue 911 sign to confirm address)
  - If the Premises is on a private road, the entrance to the private road off the main road (please include blue 911 or road sign to confirm address)
  
- A Site Map drawn to scale to identify the locations and dimensions of:
  - All buildings, structures, landscape features (patios, sundecks, 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



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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
  - 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