

Appendix 'C'



Short-Term Rental Accommodation Self-Certification Checklist

Property Municipal Address		Office Use only – License No.
<p>This Short-Term Rental Accommodation (STRA) Self-Certification Checklist is designed to assist property owners in determining whether their properties comply. Each item on the checklist must be indicated as being “Compliant”, “Non-Compliant” or marked as “Non-Applicable”. Please use the comments section to explain proposed actions to address non-conforming items or explain why an item is not applicable. Please complete one checklist for each Short Term Rental.</p>		
<p>Property owners should note that this Self-Certification Checklist is not all-inclusive. In addition to the items listed below, property owners are responsible for ensuring that properties are in compliance with Municipality of Trent Lakes By-laws (e.g. Zoning By-law) and other applicable Provincial/Federal standards (e.g. the Building Code and Fire Code).</p>		
General	Compliance Verified	Comments
Confirmation that the number of bedrooms matches the number of bedrooms noted on the submitted floor plans. (Note: any additional rooms being used as bedroom shall be counted as a bedroom such as a den)	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Life Safety		
A smoke alarm is installed on every floor level including basements and for every bedroom	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Smoke alarms have been tested and are operational		

A portable ABC fire extinguisher is to be located in an accessible location on every floor	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
A carbon monoxide detector is installed if there is an attached garage and/or a fire burning appliance	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
All exposed spray foam has been protected in accordance with the Ontario Building Code (includes ICF block and any exposed spray foam material)	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Cover plates over all switches and outlet boxes	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
No exposed or bare wires	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Basement bedrooms have access to the exterior with an egress window meeting the requirements of the OBC or there is a walk out basement on the same level. The minimum area for an egress window is 0.35 sq. m. (3.8 sq. ft.) with no dimension less than 0.4m (15"). The egress window is not required for exit, only a window for light.	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
All of the items listed in Section 9.1 of the Short-Term Rental Licensing By-law will be made available to all occupants on site	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Potable water is provided	<input type="radio"/> Yes <input type="radio"/> No	
If yes, a water quality test has been provided within one year of this application	<input type="radio"/> Yes <input type="radio"/> No	
If no, this is a sworn attestation that adequate warning is communicated to all occupants and posted at the premises to advise the water is not safe for consumption	<input type="radio"/> Yes <input type="radio"/> No	

Exterior and Common Areas		
Sufficient parking is available on site, with on-site parking in accordance with the By-law	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Parking area is not located on the septic system (including the tank and bed)	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
There are no other structures being used as a bedroom, on the property except for a permitted guest cabin (no plumbing or cooking facilities permitted)	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Attached garages are maintained to prevent gas fumes carbon monoxide from entering the dwelling	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Sewage System		
The number of bedrooms does not exceed the number of approved bedrooms on the approved septic permit	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
The septic system is a Class 4 system	<input type="radio"/> Yes <input type="radio"/> No	
The septic system is a Class 5 system	<input type="radio"/> Yes <input type="radio"/> No	
If the septic system is a Class 5 system: Alarm system is present and operating	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
An agreement exists with the approval authority having jurisdiction and a pumping company	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
The septic tank lids are installed securely	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Structural Elements		
Exterior guards on decks, balconies, porches and support members are in a structurally sound state	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	

All decks and handrails as well as supporting members are 24" above grade to the walking surface have guards (railings) in good and safe condition	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
Decks, balconies, porches as well as supports are free of any loose or deteriorating boards	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	
All stairs are in a safe and sturdy condition having guards and handrails securely in place	<input type="radio"/> Compliant <input type="radio"/> Non-Compliant <input type="radio"/> N/A	



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Declaration

I acknowledge and certify to be true the following:

1. That the subject Short-Term Rental Accommodation has been inspected and it meets or exceeds the minimum criteria listed in the Short-Term Accommodation Rental Self-Certification Checklist.
2. That I am responsible as the property owner for ensuring this Short-Term Rental Accommodation is in compliance with all applicable Municipality of Trent Lakes By-laws (e.g. Zoning By-law, Property Standards By-law, etc.) and all applicable Provincial and/or Federal legislation (e.g. the Building Code and Fire Code).
3. I am not aware of any other items that may negatively affect the use of this property as a Short-Term Rental Accommodation.

Print Name

Authorized Signature of Property Owner

on behalf of Corporation (if applicable)

Print Name

Authorized Signature of Property Owner

on behalf of Corporation (if applicable)

Witness Print Name

Witness Signature

Date (DD/MM/YY)

Municipality of Trent Lakes Office Use Only: Application #:
