



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 address
 - Type of access to STRA (year round maintained public road, summer only maintained public road, private road, water access)
 - Name of property owner
 - Permanent address
 - Mailing address
 - Phone number
 - Email address
 - Date of birth (if owner is an individual)
 - Articles of incorporation attached (if owner is a corporation)
 - Proof of ownership attached
 - Proof of insurance attached (minimum \$2,000,000.00, identifying the property is a STRA)

- Applicant Information (if different than owner):
 - Name of applicant
 - Name of corporation (if applicable)
 - Permanent address
 - Mailing address
 - Phone number
 - Email address
 - Date of birth (if applicant is an individual)
 - Articles of incorporation attached (if applicant is a corporation)
 - Letter of authorization from property owner attached

- Responsible Person Information:
 - Name of responsible person
 - Name of corporation (if applicable)
 - Permanent address
 - Mailing address
 - Phone number
 - Email address



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- Date of birth (if responsible person is an individual)
- Articles of incorporation attached (if responsible person is a corporation)
- Letter of authorization from property owner attached
- Responsible person declaration form attached (if applicable)

- Photographs of:
 - The front of the Short-Term Rental Accommodation
 - The entrance (driveway) to the Premise from the road
 - The entrance (driveway) to the Premise 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, 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 (with occupancy number)
 - Smoke and carbon monoxide alarms, and fire extinguishers
 - Entrances/ exits and fire escape routes
 - Cooking appliances and fireplaces including gas, electric, and wood

- 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)
 - Site Map
 - Floor Plan
 - Renter's Code of Conduct
 - Common Offences and Penalties
 - Boater Safety Information