



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
  - Date of birth (if owner is an individual, property owners are required to be at least 18 years of age)
  - 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
  - Date of birth (if applicant is an individual, an applicant is required to be at least 18 years of age)
  - 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)



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- Mailing address
- Telephone number
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- Date of birth (if responsible person is an individual, a responsible person is required to be at least 18 years of age)
- Articles of incorporation, including list of all Directors & Shareholders attached (if responsible person is a corporation)
- Responsible person declaration form attached (if applicable)
  
- Photographs of:
  - The front of the Short-Term Rental Accommodation, from the driveway
  - 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
  - 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
  
- 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



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- 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