



London  
CANADA

## Applying for a Residential Rental Unit Licence

1. Obtain an application package by printing all the relevant forms online at [www.london.ca](http://www.london.ca) and search "Residential Rental"; by calling 519 930-3515 or by coming to the Building Division at City Hall 300 Dufferin Avenue (7<sup>th</sup> Floor).
2. If an agent is acting on your behalf, complete an Owner's Authorization form.
3. Complete one 'Application for Residential Rental Units Licence' for each rental property.
4. Complete one 'Residential Rental Unit Self-Certification Checklist' for each rental unit within the rental property and provide a completed checklist to all tenants residing in the rental unit. Please note the rental property address and unit number on the first page of each checklist (upper right corner).
5. Attach a recent (within the past two years – 2008, 2009) completed and approved City of London Fire Prevention inspection report. If an inspection has not yet been completed, we will accept your licence application and request the inspection on your behalf. The Fire Prevention Office will then contact you to schedule the inspection. There is no charge for the initial fire inspection; however, there will be a charge for subsequent re-inspections.
6. Make copies of all forms for your records.
7. Include a cheque or money order (payable to the City of London) for the licence fee of \$25 per rental property. If applying in person, cash, debit or credit card (Master Card, Visa) payments are also accepted.
8. Submit all forms together as a complete package. Incomplete packages will not be processed. Mail or drop off all required documents (application, self-certification check list, fire inspection report if available and payment) to:

Mail to:  
City of London  
Building Division  
P.O. Box 5035  
London, ON N6A 4L9

Apply in person:  
City of London  
Building Division 7<sup>th</sup> Floor  
300 Dufferin Avenue,  
London, ON

9. A Residential Unit Licence will be mailed to you upon approval. This Licence is valid for one year from the date of approval.
10. Post the Licence inside the rental unit near the front entrance.