#7 MILNE STREET, BOX 359
MINDEN, ONTARIO KOM 2KO
(705) 286-1260
www.mindenhills.ca

# Attestation Form

**I affirm and attest that the following statements are true and, by initialing the items below, I acknowledge I understand, accept, and will comply with the following:**

☐ I am the owner of the property located at (hereinafter "the Property"). I have read and understand the requirements of By-law 24-31 being a by-law to Licence, Regulate and Govern Short-Term Rental Accommodation.

☐ I have provided the required information including legal description, civic address, Responsible Person's contact information, and contact information for each owner of the Property.

☐ If I am not the sole owner of the Property, all other legal owners have consented to this application and have reviewed and signed this attestation.

☐ I have read and understand the provisions of the Renter's Code of Conduct as set forth in By-law 2026-96 and I understand that a signed copy will be posted at the Short-Term Rental premises.

☐ I have read and understand the Licensee Code of Conduct & Acknowledgment as set forth in By-law 2026-96 and I understand that a signed copy will be posted at the Short-Term Rental premises.

☐ I have paid all property taxes, fees and fines owed to the Township as of today's date.

☐ The information on the Short-Term Rental application is correct, including the number and location of bedrooms that are to be rented on a short- term basis, which do not exceed the limitations as provided in By-law 2026-96.

☐ Fire extinguishers, smoke alarms/detectors, carbon monoxide alarms/detectors, and other basic health and safety features are provided at the Property and are fully charged, operational, and easily located, and will remain so during the duration of the licence and an annual record of testing and maintenance for all smoke and carbon monoxide alarms will be completed and available upon request.

☐ I will ensure that the Responsible Person will be available twenty-four (24) hours a day, seven (7) days a week, at the phone number provided in this application and will answer any calls.

☐ I will provide full access to the Property and documents related to compliance during normal business hours or at any time the dwelling is rented, immediately upon request by the Township's Municipal Law Enforcement Officer, Chief Fire Official, Building Inspector or the Licensing Officer or her/his designee for purposes of inspection or audit in compliance with Municipal law and By-law 2026-96.

☐ All licences, documents, diagrams, and/or permits submitted as a requirement of this application will remain up to date. No alterations to any applicable licences, documents, diagrams and/or permits will be altered without approval of the Township and payment of fees, if applicable.

☐ I am responsible for updating any information in my application that changes during the period that the licence is valid. Such information must be updated before any short- term rental activity occurs, and in any case within 10 days of such changes, or immediately for any change. I understand any changes must be approved by Township staff and/or the Municipal Law Enforcement Officer – Short-Term Rentals and any fees associated with these changes will be paid up front.

☐ Occupancy shall not exceed the maximum number of individuals listed on the Licence.

☐ I will ensure that all short-term rental activity at the Property complies with all applicable laws and will make a copy of all required documents available to Renters, including policies and by-laws of Minden Hills as well as within By-law 2026-96.

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- [ ] I understand that I cannot retroactively fix a violation of By-law 2026-96 by amending my short-term rental licence after a violation occurs.

- [ ] I understand that my short-term rental licence number must be prominently posted on all advertisements for the short-term rental of the Property. I understand that the Municipal Law Enforcement Officer – Short-Term Rentals, shall have the authority to issue, refuse to issue or renew a Licence, to revoke or suspend a Licence, or to impose terms and conditions on a Licence, and may make orders regarding a Licence.

- [ ] I understand and agree that I am responsible for any and all violations or illegal activity that occur on the Property during a period where it is rented on a short-term basis, whether committed by myself, an agent, a guest, or any other person. Such violations may result in substantial, the loss of my short-term rental licence, criminal penalties, or other significant action.

- [ ] I understand that if a Licencing Officer is satisfied of a contravention of By-law 2026-96 that an Order may be issued to the Property and that I must comply with this order.

- [ ] I understand that any person who is in contravention of By-law 2026-96 is guilty of an offence under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.

- [ ] I understand that a Demerit Point System has been established and a Licence may be suspended and/or revoked based on this system.

- [ ] I understand that the Township shall not be liable for economic or other losses claimed by an owner or renter for any reason, so long as good faith efforts were made by the Township or its representatives in exercising their judgment or fulfilling their responsibilities under By-law 2026-96.

- [ ] I will ensure that the health, safety and well-being of all guests and persons attending the Property will be respected and no actions or omissions by me will affect the health, safety, and well-being of any persons.

- [ ] I will act in accordance with all applicable laws, including but not limited to, the Noise By-law, Open Air Burning By-law, Parking By-law, Dog Running at Large By-Law, Zoning By-Law, and the provisions of By-law 2026-96 being a By-law to Licence, Regulate and Govern Short-Term Rental Accommodation.

- [ ] I understand that materials and documents submitted regarding my application and Licence will be shared with third parties for the purposes of implementing the licencing regime and enforcing By-law 2026-96. I consent to my personal information can be released for these purposes.

- [ ] I further understand that applications and issued Licenses will be posted on the Township's public website, including personal information such as the legal description, civic address, and Owners' and Responsible Person's contact information.

- [ ] I affirm that I understand and acknowledge the provisions of this attestation and by signing below, I certify under penalty of perjury that this information is accurate, and I am the owner of this Property.

- [ ] That the electrical panel and all connecting circuits and wiring are in good working order.

- [ ] That the wood burning appliances have been inspected by a certified WETT "Site Basic Inspector" Wood Energy Technical Transfer (WETT) report within the last five years.

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☐ That an annual inspection has been completed by a professional in the field, indicating that the chimney, flue pipes etc. have been inspected, cleaned and are safe to be utilized.

☐ I affirm and further understand that I will produce any required documentation to the Township at their request.

☐ I affirm that I will contact the Haliburton Kawartha Pine Ridge District Health Unit directly to request an assessment by a public health inspector, in regard to small drinking water systems/pools or spas (hot tubs).
Operators can be directed to email *inspections@hkpr.on.ca* or call 1-800-888-4577 ext. 5006.

☐ As per Section 2.3 of Short-Term Rental By-Law 2026-96, where any Building or Structure associated with a Short-Term Rental, that is located wholly or partially on a municipally owned shore road allowance and the Shore Road Allowance is not owned by the registered owner, a Licence of Occupation with the intent to purchase, must be applied for. A Licence for a Short-Term Rental will not be granted until the Licence of Occupation has been approved.

☐ If permission has been granted by the Municipality prior, please attached a copy of the approval.

**Licence of Occupation:**

☐ I affirm that I have submitted the application for a Licence of Occupation and all applicable fees associated with this application, at the time of applying for a Short-Term Rental Licence.

**Application to Purchase the Shore Road Allowance:**

☐ I affirm that I have submitted the application to purchase the Shore Road Allowance and all applicable fees associated with this application, at the time of applying for a Short-Term Rental Licence. Furthermore, I affirm that I will ensure the process to purchase the Shore Road Allowance will not be delayed, deferred, held over or postponed, in reference to, documents or fees the Municipality requires to keep the process going.

☐ I affirm that I understand and acknowledge that the Licencing Fees for both a new licence and renewal licence are non-refundable.

☐ This information is collected under the legal authority of the Municipal Act, 2001, S.O. 2001 c.25, as amended. This information will be used and maintained by the Township of Minden Hills and its 3rd party program administer for administering the Municipal Law Enforcement and Licensing process.

Owner's Name: _____

Owner's Signature: _____

Date: _____

Property located at: _____

Roll #: _____

(Additional Owner's. please repeat in the space below as necessary)

Owner's Name: _____

Owner's Signature: _____

Date: _____

Information collected and disclosed pursuant to MFIPPA. For more information, contact the Clerk's Department at 705-286-1260. Please complete, sign, and submit this Attestation document to the Township of Minden Hills when completing your STR application.