

# RESIDENTIAL RENTAL LICENSING (RRL) PROGRAM APPLICATION

## Eligibility Check

Confirm that you are ready and eligible to submit your Residential Rental Licence application.

This includes acknowledging you have read, understood and agree with data collection, confirming a valid Certificate of Insurance is available to upload and that the mandatory education module has been completed.

The education module only needs to be completed once and is linked to your email address. If not completed before, you will be prompted to select "Start the Education Module." Once complete, you will be automatically directed to Page Two of the application form.

This application must be completed by the property owner, and cannot be completed by a landlord, property manager or designated third-party agent

### City Collection Statement

All personal information on this form is collected under authority of the Municipal Act, SO 2001, c.25 and City of Brampton Residential Rental Licensing By-law 216-2023. The information collected on this form will be used to administer the Residential Rental Licensing program. Questions about this collection should be directed to the Licensing Issuer at [licensing@brampton.ca](mailto:licensing@brampton.ca) or contact us @ [905.874.2101](tel:905.874.2101).

#### City Collection Statement Acknowledgement\*

I have read, understood, and agree with the City Collection Statement.

### Certificate of Insurance

A valid [Certificate of Insurance \(COI\)](#) is required in order to complete this application. You will not be able to proceed with completing the application without having a Certificate of Insurance ready.

All fields must be completed by your insurance company or broker. Limit of liability: Minimum \$2,000,000 liability coverage required to obtain a residential rental licence in Brampton. The City will accept alternative proof of insurance issued by your insurer or a licensed insurance broker, provided it clearly confirms that your coverage meets all City requirements. If the City determines that required information is missing, the owner may be requested to submit an updated document or provide proof of insurance using the City's COI form.

#### Certificate of Insurance Acknowledgement\*

I have a valid Certificate of Insurance with minimum liability coverage of \$2,000,000 available to upload

### Eligibility Check

In order for us to ensure you complete the Residential Rental Licensing Application in accordance with Council mandates and City of Brampton legislation, please enter your email address below.

#### Property Owner Email Address\*

#### Confirm Property Owner Email Address\*

#### Rental Property Address\*

#### Ward\*

Confirm Eligibility

## Education Module

In the education module, you will need to answer all ten questions correctly to demonstrate a basic understanding of rules on yard maintenance, repairs, garbage, parking, vital services, fire prevention and occupancy standards.

Each question includes a link to the relevant by-law and all answers can be found in the City's [RRL Study Guide](#).

## Residential Rental Licensing - Landlord Educational Module

A copy of the study guide is available for your reference while completing the educational module. [Visit Brampton.ca to access the study guide](#).

### Topic 1 - Property Standards

For information on this section, refer to the [Ground Cover Maintenance and Prohibited Plants By-law](#), the [Property Standards By-law](#), and the [Refuse By-law](#).

How high is your grass allowed to grow?

- a. 20 cm (8 in)
- b. 35 cm (13.75in)
- c. 60 cm (24 in / 2 ft)
- d. It can grow as long as it wants

Your answer to this question is incorrect.

When a repair is required, inside or outside, how must the repair be completed?

- a. In a good and workmanlike manner
- b. With materials that are suitable for the purpose and are reasonably compatible in design colour with surrounding materials
- c. With materials that are free from defects and in working condition
- d. All of the above

Your answer to this question is correct.

# Property Ownership Information

Provide the rental property address, ward and ownership information.

Include up-to-date contact details for the owner, emergency contact and property manager (if applicable).

Property Ownership Information

Rental Unit Information

Maintenance Management

Fire Prevention and Insurance

Declarations and Data Collection

## Reference Number

RRL-027745-202654

## Application Type\*

New  Renewal

## Rental Property Information

### Rental Property Address

2 WELLINGTON ST W

### City

Brampton

### Province

Ontario

### Postal Code

L6Y4R2

### Ward

3

## Property Owner Information

### Is this property owned by a corporation\*

Yes  No

### Primary Owner Name\*



### Additional Owner Name



### Does the owners reside at the property?\*

Yes  No

# Rental Unit Information

Identify the type of rental unit and enter details for all units on the property. Click “add another” to include additional units.

Property Ownership Information   Rental Unit Information   Maintenance Management   Fire Prevention and Insurance   Declarations and Data Collection

## Rental Unit Information

Select the type of property you are applying to licence\*

Single dwelling unit (one self-contained dwelling with no additional units)

Two-unit dwelling (principal dwelling with one attached additional residential unit)

Multiple residential unit (two attached additional residential units, triplexes, fourplexes and/or garden suites)

Please indicate the total number of units located at this address\*

1

Please enter the details for each residential unit at this property.

### Unit 1

Location of unit (e.g. basement, first storey, second storey, garden suite) \*

Is this unit provided for rent?\*

Yes  No

Does the property owner reside in this unit?\*

Yes  No

Are there individual bedrooms offered for rent?\*

Yes  No

Number of bedrooms in the unit\*

Number of bathrooms in the unit\*

Maximum Permitted number of occupants in the unit\*

Number of parking spaces provided for the unit\*

Location of parking spaces provided for the unit

Cancel   Previous   Next

# Maintenance Management

Acknowledge that you are responsible for ensuring the property remains in compliance and provide information for the parties responsible for maintenance.

Property Ownership Information

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## Section 3 – Parking, Property Maintenance & Garbage Management

**Please Note:** Owners are responsible for ensuring all property maintenance, parking and garbage management requirements are met in accordance with City by-laws.

### Property Owner Maintenance Acknowledgement\*

I acknowledge that I, as the owner, am responsible for ensuring all property maintenance, parking and garbage management requirements are met in accordance with City by-laws.

### Parking

#### Parking Confirmation (All boxes must be checked)\*

I confirm that no parking spaces on grass, walkways or streets are offered or advertised as part of the rental

I confirm that I am aware I cannot extend my driveway beyond the maximum width permitted in the Zoning By-law.

### Maintenance

#### Who is responsible for cutting the grass at the property?\*

Please Select ▼

#### Who will be clearing the snow and ice in the winter?\*

Please Select ▼

### Garbage and Waste Management

#### Please indicate where tenants store garbage between collection days. \*

Please Select ▼

Cancel

Previous

Next

# Fire Safety and Insurance Requirements

Acknowledge compliance with fire safety, occupancy and tenant information requirements.

Upload a valid Certificate of Insurance confirming a minimum of \$2 million in liability coverage. Uploading a lease agreement is optional.

## Section 4 - Fire Prevention and Insurance

### Fire Occupancy Standards

Fire and occupancy acknowledgements (all boxes must be checked) \*

- All exits are clear and unobstructed.
- Smoke alarms are installed, tested and maintained as required by the Ontario Building Code and the Ontario Fire Code.
- Carbon monoxide alarms are installed, tested and maintained as required by the Ontario Building Code and the Ontario Fire Code.
- In accordance with the Ontario Fire Code, tenants have been instructed to notify the landlord if smoke alarms or carbon monoxide alarms have been disconnected, are not operating or are not functioning properly.
- Compliance with occupancy standards for bedrooms and floor space.

### Tenant Information Package

Confirm that the following documents have been or will be provided to tenants (all boxes must be checked) \*

- Tenants have been or will be provided with written fire safety instructions.
- Tenants have been or will be provided with the garbage collection schedule and location to store garbage.
- Tenants have been or will be provided with emergency contact information.
- Tenants have been or will be provided with a copy of the signed Ontario Standard Lease where applicable, in accordance with the Residential Tenancies Act.
- Tenants have been or will be provided with information on parking rules for the property and surrounding streets

### Lease Agreement (PDF or Image Only)

Drop files here to upload

### Insurance

Attach a completed [Certificate of Insurance \(COI\)](#). All fields must be completed by your insurance company or broker. Limit of liability: **Minimum \$2,000,000 liability coverage** required to obtain a Residential Rental Licence in Brampton.

The City will accept alternative proof of insurance issued by your insurer or a licensed insurance broker, provided it clearly confirms that your coverage meets all City requirements, including a minimum of \$2 million in liability coverage. If the City determines that required information is missing, the owner may be requested to submit an updated document or provide proof of insurance using the City's COI form.

# Declarations and Data Collection

Review and acknowledge the required declarations, then submit your application.

A screen confirmation will appear to confirm submission. If all licensing requirements are met, your Residential Rental Licence will be issued by email.

[Property Ownership Information](#)

[Rental Unit Information](#)

[Maintenance Management](#)

[Fire Prevention and Insurance](#)

[Declarations and Data Collection](#)

## Section E: Declarations & Acknowledgement

Please review the below declaration and type your name below.

- I hereby declare that I am the owner(s) of the property currently (or intend to) operate this address as a residential rental unit.
- I further declare that I understand that it is my responsibility to ensure that this property is in compliance with all applicable [municipal](#), provincial, and federal laws at all times.
- I further declare that I am aware of the [City's Landlord Code of Conduct](#) and will abide by the Code's provisions as a condition of holding a rental licence.
- I further declare that I provide my consent to the City to conduct inspections of the rental property for the purpose of determining compliance with health, safety, housing, property and maintenance standards.
- I further declare that I agree to facilitate access for inspections of the rental unit(s) as requested by the City, including providing notice to the tenant(s) in accordance with the Residential Tenancies Act.
- I further declare that I certify that I have reviewed the completed rental housing licence application, supporting documentation and declarations, and confirm that they are true and correct, and agree to be bound thereby.
- I further declare that I understand that it is an offence pursuant to the [Residential Rental Licensing By-law 216-2023](#) to provide false or misleading information to the City.

### Declarations acknowledgement\*

I have read, understood, and agree with the declarations made above.

Captcha (Please enter the image text below)\*



[Cancel](#)

[Previous](#)

[Submit](#)