



Short-term Accommodation Licence Inspection Checklist

Yes	No	Item
		No parking spots and/or fire pits located on top of the tile bed or mantel
		Ensure no leaks within the plumbing, mixing valve is installed on hot water tank and that the fixtures are fastened and secured
		A water sample must be provided from public health &/or posted as “non- potable” if not yet tested
		Ensure the property is only a single dwelling
		Ensure there is a window egress for each bedroom
		Ensure there are handrails, guards and a secure landing for stairs
		Ensure that all fire alarms are installed properly, are operable in the required locations
		Verify for sticker(s) on electrical panel
		Ensure a copy of the WETT inspection for all wood-burning appliances (If applicable)
		Exhaust Fans &/or HRV are secure and operational
		Ensure locks installed, but not on bedroom doors
		Ensure appropriate lighting available on interior and exterior (outside each door)
		Ensure all exits are labelled/posted
		Ensure no horizontal railings are constructed on a deck, handrails, guards, and no deterioration
		Smoke alarms and carbon monoxide alarms are less than 10 years old and installed correctly.
		Fire Safety/ Exit Plan is posted at the main entrance of the dwelling. It must include all location of fire exits, location of fire extinguishers and location to meet outside.
		A sign will be posted inside the rental, in a prominent location near the main entrance, which includes the Responsible Agent’s current contact information, the Owner’s current contact information, the rental properties address and the Short-Term Accommodation License number.

		A sufficient number of trash and recycling receptacles will be provided to accommodate all trash generated by those occupying the short-term rental property.
		Adequate parking spaces will be provided for renter's use in accordance with the Short-Term Rental Licensing By-law.