



HOUSE RENTAL LICENCE APPLICATION

SECTION 1: APPLICANT INFORMATION

RENTAL ADDRESS			
LICENCEE (PROPERTY OWNERS)		CONTACT NAME	
MAILING ADDRESS		CITY	POSTAL CODE
TELEPHONE NUMBER	CELL NUMBER	FAX	EMAIL
DOES THE OWNER LIVE IN THE LOWER MAINLAND? (IF NO – FILL OUT SECTION 2)			
Yes No			

SECTION 2: PROPERTY MANAGEMENT INFORMATION

PROPERTY MANAGER'S BUSINESS NAME	CONTACT NAME	TITLE	
ADDRESS			
BUSINESS NUMBER	CELL NUMBER	FAX	EMAIL

I/We hereby apply for a licence in accordance with the particulars as stated above and declare they are true and correct. I/We undertake that if granted the licence applied for, I/We will comply with all laws and Burnaby City Bylaws currently in force, or which hereafter come into force.

NOTE: Business Licences are public records and are available in various additional publications on the City website and/or in hard/soft copy format. All information on this form is collected under the authority of the Community Charter, Division 9. Personal information collected is protected pursuant to the **Freedom of Information and Protection of Privacy Act**.

For multiple owners, **only one application and signature** is required from one owner on behalf of all owners.

SECTION 3: OWNERS AUTHORIZATION

PRINT NAME	SIGNATURE	DATE
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Please Submit to Licensing via:

Licensing, 4949 Canada Way, Burnaby, BC V5G 1M2
Phone: 604-294-7320
Fax: 604-294-7163
Email: rentallicence@burnaby.ca

Invoice will be sent once application has been processed.

SECTION 4: FOR OFFICE USE ONLY

ZONE	LICENCE FEE _____	ACCOUNT NUMBER New Name Change
BY-LAW NUMBER	APPLICATION FEE _____	RECEIVED BY
	TOTAL DUE _____	