



**LICENCE OFFICE**  
 4949 Canada Way, Burnaby, BC V5G 1M2  
 Phone 604-294-7320 Fax 604-294-7163  
 Licence@burnaby.ca

**House Rental Licence Application**

Date \_\_\_\_\_

1. Rental Address \_\_\_\_\_
2. Licencee (Property Owner(s)) \_\_\_\_\_
3. Contact Name \_\_\_\_\_
4. Mailing Address: Unit # \_\_\_\_\_ Street # \_\_\_\_\_  
 City \_\_\_\_\_ Postal Code \_\_\_\_\_
5. Telephone Numbers: Bus: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_
6. Email \_\_\_\_\_
7. Does the owner live in the Lower Mainland?  Yes  No *(if no – the following information is required)*  
 Property Manager’s Business Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone numbers: Bus: \_\_\_\_\_ Cell: \_\_\_\_\_ 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.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Once completed please sign and submit to the Licence Office via:

**Mail**  
 Licence Office  
 4949 Canada Way  
 Burnaby, BC V5G 1M2

**Email**  
 licence@burnaby.ca

**Please Note: At this time DO NOT INCLUDE PAYMENT. The application will be processed and an invoice will follow. Payment is due upon receipt of the invoice.**

OFFICE USE ONLY			
Zone _____		ACCOUNT NO. _____	
BY-LAW NO. _____	<b>FEES</b>		
PUC <input type="checkbox"/>	LICENCE _____	NEW <input type="checkbox"/>	NAME CHANGE <input type="checkbox"/>
Other <input type="checkbox"/>	APPLICATION _____		
	<b>TOTAL DUE</b> _____	<b>RECEIVED BY</b> _____	