



SHORT-TERM RENTAL OPERATOR SELF-CERTIFICATION CHECKLIST

Licensing & By-law Services is responsible for promoting health, safety, and livability of the housing stock in the City of Hamilton. Inspections of short-term rentals are conducted to ensure they are safe and well maintained. The following checklist is a practical guide to what Licensing Compliance Officers will look for. Please review this guide and acknowledge your awareness of the items which will require compliance with applicable Provincial Legislation and City of Hamilton By-laws.

EXTERIOR

EXTERIOR WALLS

- Soffit and fascia in good repair
- House number visible from public right of way
- Siding is weathertight and intact
- No openings for animal infestations

PAINT

- Wood surface weather protected
- No peeling, chipping, flaking or otherwise deteriorated paint

FOUNDATION

- Structurally sound
- Free from holes or gaps
- Proper grading

ROOF

- Free of leaks
- Structurally sound
- No loose or missing shingles
- Roof overhang free from deterioration

EXISTING GUTTERS AND DOWNSPOUTS

- Free from debris
- Properly attached, and drains away from structure

CHIMNEY

- Tuckpointing/mortar in good repair
- Stable, no bricking missing

PORCH/DECK(S)

Structurally sound and in good repair
Stairways with more than three (3) risers has handrails

STAIRS/STEPS

Securely attached, free from deterioration
Stairways with more than three (3) risers has handrails
Snow shoveled at all building exit doors

PREMISES AND ACCESSORY STRUCTURE

GARAGES/SHED

In good repair and structurally sound
Not open to trespass
Exterior surfaces weather protected and intact

FENCES

Well maintained, built to 10-142 Fence By-law
Wood surfaces weather-protected

YARD

Grass and weeds not exceeding 20 centimetres
Proper grading and ground cover
No litter, car parts, yard waste, construction waste, or other debris
Firewood neatly stacked and properly stored
Waste containers located in proper place

VEHICLES/PARKING

No parking on front yard
Parking only on approved surfaces in approved locations
No inoperable vehicles on-site
No improper vehicles, RVs, or illegal trailer parking

INTERIOR

WALLS AND CEILINGS

In good repair
No loose wallcoverings
Free from holes
No flaking, chipping, or peeling paint
Free from water damage

FLOORS

- In good repair
- No holes
- Structurally sound
- No trip hazards

HALLWAY/STAIRS

- Clear pathways
- Handrails/Guardrails securely attached
- Continuous guardrails required on open sides inches above grade
- Graspable handrails
- Floor covering intact and secured to stairs

SLEEPING ROOMS

- Proper egress window or door to the outside
- Floor spaces conforms to Ontario Building Code (OBC) regulation
- Minimum ceiling height as per OBC
- Proper light and ventilation
- Receptacles safe and in good condition

WINDOWS

- No broken/cracked glass
- Easily openable and remains open without the use of a prop
- Openable windows must have screens and be in good repair
- Weathertight
- Window frames and sashes must be free of cracked, chipped, peeling, chalking, or flaking paint and caulk

DOORS

- Fit frames, closes and latches securely
- Proper working hardware
- Weathertight and free from holes
- Exit and entrance doors have functioning locks
- Storm screen doors are maintained in good condition and functioning closers

KITCHEN

- Hot and cold running water with adequate pressure
- No loose or dripping faucets
- Drains function properly, free from obstructions
- Electrical appliances plugged directly into outlets without the use of extension cords or adapters

BATHROOM

Sink/Tub/Shower properly installed and maintained in good repair with caulking intact
Toilet properly installed with all components intact and properly secured, maintained and functioning
Light fixture working
No loose or leaking faucets
Mechanical venting working if present
Hot and cold running water with adequate pressure required to each fixture

ELECTRICAL, MECHANICAL AND PLUMBING

ELECTRICAL

Adequate service outlets
Fixtures intact and functioning properly
Extension cords do not present a hazard
Cover plates on all outlets, switches and junction boxes
All wiring properly installed and maintained

MECHANICAL

Heating facility must be properly installed and maintained
Maintain interior temperature of 20 Degrees Celsius from May 15th to September 15th
Temporary heating devices shall not be used as primary source of heat

PLUMBING

All plumbing lines must be installed and maintained to OBC
Hot and cold running water with adequate pressure required to each fixture
Waste line must be properly installed and vented ("S" traps not allowed)
No leaking faucets or pipes
All pipes must be free from defects and obstruction and properly secured

Rental Business Owners should note that Self Certification Checklist is not all inclusive. It is meant as a guide to assist in the preparation of inspection. Rental Business Owners are responsible to ensure that their properties are in compliance with all Municipal, Provincial and Federal standards.

DECLARATION

I, _____ am responsible as the Rental Business Owner/designate of the Rental Dwelling referred to in this Self-Certification, I have inspected the Rental dwelling and acknowledge the truthfulness of the answers. I am responsible as the Rental Business Owner for ensuring the Rental Dwelling is in compliance with all Municipal, Provincial and Federal legislation.

Name:

Check One: Rental Business Owner
 Delegate

Signature:

Date:

If signed by an individual other than the Rental Business Owner of the dwelling in question, an authorization from the Rental Business Owner indicating authority for the designate/agent to submit this document must be included.