

INSTRUCTIONS: This Declaration form must be submitted by the applicant for a Rental Renovation Licence under §662-2.4 of Chapter 662, Licensing of Rental Renovations, of the Toronto Municipal Code. This form must be submitted at least 14 days after the date the Tenant Information Notice was first posted on the door of the Tenant’s Rental Unit in accordance with Subsection §662-2.3.B of Chapter 662. While it is the obligation of the Licence Applicant (the Owner or Operator) to submit this Declaration form, the form must be completed and signed by both the Licence Applicant and the Tenant of the subject Rental Unit. The Declaration form indicates whether the Tenant has made a request in accordance with applicable law to return to the Tenant’s Rental Unit following the completion of the renovations or repairs or whether the Tenant has indicated that the Tenant does not wish to return to the Rental Unit.

The Licence Applicant is required to attach to this Declaration form one of Schedules A, B or C (Tenant Accommodation Plan, Compensation Plan, or Lump Sum Compensation), as applicable, and as further directed in this form and as set out in §662-2.4 of Chapter 662.

Section 1: Licence Applicant (Owner or Operator) Information

Full Name:	
Telephone Number:	Email Address:

Section 2: Rental Unit Information

Street Address:		
Unit Number:	City:	Postal Code:
Number of Bedrooms:	Current Monthly Rent (if utilities included): \$	
Name(s) of Tenant(s) on Lease:		

Section 3: Renovation Details

Date N13 Notice Served to Tenant(s):	
Date Tenant Information Notice Posted:	Anticipated Completion Date of Renovation:

Section 4: Tenant Declaration

I, _____ (Tenant Full Name), currently residing at the subject Rental Unit, declare the following:

☐ I have made a request in accordance with applicable law to return to the Rental Unit following completion of the repairs or renovations.

- Licence Applicant is required to attach Schedule A or Schedule B with this declaration

☐ I will not be returning to the Rental Unit following completion of the repairs or renovations.

- Licence Applicant must attach Schedule C with this declaration

I understand that this Declaration is for the purpose of the Owner/Operator’s application for a Rental Renovation Licence under Chapter 662 of the Toronto Municipal Code. If there is more than one Tenant named on the lease for the subject Rental Unit, I confirm that, by signing this Declaration, I am acting as the agent for all named Tenants.

Tenant Name:	
Signature	Date (yyyy-mm-dd)

Other

Joint Declaration of Owner/Operator and Tenant

Section 5: Licence Applicant Declaration

I, _____ (Owner/Operator Full Name), declare that I am the Owner or Operator of the subject Rental Unit. I confirm that I have complied with all requirements under Chapter 662 of the Toronto Municipal Code, and that the information provided in this Declaration and accompanying documents is accurate and complete.

I further confirm that I have attached one of the following, as applicable, and as further directed above and as set out in §662-2.4 of Chapter 662:

☐ Schedule A – Tenant Accommodation Plan

☐ Schedule B – Compensation Plan

☐ Schedule C – Lump Sum Compensation

Toronto Building collects personal information on this form and the schedules and attachments thereto (as applicable) under the legal authority of the City of Toronto Act, 2006, section 8, and the City of Toronto Municipal Code, Chapter 662, Licensing of Rental Renovations (“Chapter 662”), section 662-2.1.A. The information will be used for the administration and enforcement of Chapter 662 and specifically for determining whether proposed construction or demolition work to Rental Units will require a rental renovation licence under the by-law, as well as the creation and use of aggregate statistical reports concerning the City’s operation respecting the administration and enforcement of Chapter 662. Questions about this collection can be directed to the Customer Experience Manager, 399 The West Mall, Main floor, M9C 2Y2, Toronto, ON, or by telephone 416-397-5330.



Joint Declaration of Owner/Operator and Tenant

Schedule A – Tenant Accommodation Plan

§ 662-2.4.B(2)(a) of Chapter 662, Licensing of Rental Renovations, of the Toronto Municipal Code

INSTRUCTIONS: To be completed by the Owner or Operator when the Tenant is returning to the Rental Unit following the completion of the renovations or repairs AND the parties have agreed to arrangements for the Tenant’s temporary alternate accommodation during the period of repairs or renovations which are acceptable to the Tenant. This schedule outlines the temporary housing arrangements, the arrangements for the Tenant’s return to the Rental Unit after completion of the repairs or renovations, and the moving expenses required.

Where this Schedule is submitted by the Licence Applicant with the Joint Declaration, it must be signed by both the Licence Applicant and the Tenant.

1. Temporary Accommodation

The Owner/Operator and the Tenant have agreed that:

☐ Owner/Operator has arranged accommodation for the Tenant; or

☐ The Tenant has arranged their own accommodation

Address of Temporary Accommodation:

2. Return Arrangements

Describe how the Owner/Operator will obtain the Tenant’s contact information and notify the Tenant when the repairs or renovations of the Rental Unit are complete, and the Rental Unit is ready for re occupancy:

3. Moving Expenses

Arrangements for moving expenses will be paid:

Payment Method: Direct Deposit Cheque E-transfer Other _____

Amount to be paid:	Anticipated Payment Date:

4. Declaration of Tenant and Owner/Operator

The Tenant and the Owner / Operator confirm that the above information is accurate, that the parties agree to the Tenant Accommodation Plan, and that the temporary alternate accommodations are acceptable. If there is more than one Tenant’s name on the lease for the subject Rental Unit, I confirm that, by signing this Declaration, I act as agent for all the named Tenants.

Owner/Operator Name:	Tenant Name:
Signature:	Signature:
Date:	Date:

Joint Declaration of Owner/Operator and Tenant

Schedule B – Compensation Plan

§ 662-2.4.B(2)(b) of Chapter 662, Licensing of Rental Renovations, of the Toronto Municipal Code

INSTRUCTIONS: To be completed by the Owner/Operator when the Tenant is is returning to the Rental Unit following the completion of the renovations or repairs AND will be receiving monthly rent gap payments from the Owner or Operator during the repairs or renovations to the Rental Unit. Includes payment schedule and method of payment.

1. Monthly Rent Gap Calculation:

Current Rent: \$	CMHC Average Market Rent: \$
Monthly Rent Gap: \$	Number of Months of Renovation:
Total Rent Gap Compensation: \$	

2. Moving Expenses

Arrangements for moving expenses will be paid:

Payment Method: Direct Deposit Cheque E-transfer Other: _____

Amount to be paid:	Anticipated Payment Date:
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3. Payment Arrangements:

Arrangements for moving expenses will be paid:

Payment Method: Direct Deposit Cheque E-Transfer Other: _____

Anticipated First Payment Date:
Banking or Payment Details Confirmed with Tenant:
Yes No

Note: Owner/Operator must retain proof of each payment and provide it upon request

4. Return Arrangements

Describe how the Owner/Operator will obtain the Tenant’s contact information and notify the Tenant when the repairs or renovations of the Rental Unit are complete, and the Rental Unit is ready for re occupancy:

5. Declaration of Owner/Operator

I confirm that the compensation plan includes the required rent gap payments and moving expense.

Owner/Operator Name:	
Signature:	Date:

Joint Declaration of Owner/Operator and Tenant

Schedule C – Lump Sum Compensation

§ 662-2.4.B(3) of Chapter 662, Licensing of Rental Renovations, of the Toronto Municipal Code

INSTRUCTIONS: To be completed by the Owner/Operator where the Tenant has indicated that the Tenant does not wish to return to the Rental Unit following the completion of the repairs or renovations. This schedule sets out the lump sum compensation (3 months’ rent gap) and moving expenses that the Owner or Operator is required to pay to the Tenant.

1. Lump Sum Compensation Calculation	
CMHC Average Market Rent: \$	Current Rent: \$
Monthly Rent Gap: \$	Multiply by 3 months: \$
Total Lump Sum Amount: \$	

2. Moving Expenses	
Arrangements for moving expenses will be paid	
Payment Method: <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Cheque <input type="checkbox"/> E-transfer <input type="checkbox"/> Other: _____	
Amount to be paid:	Anticipated Payment Date:

3. Payment Arrangements	
Payment Method: <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Cheque <input type="checkbox"/> E-transfer <input type="checkbox"/> Other: _____	
Anticipated Payment Date:	
Banking or Payment Details Confirmed with Tenant: <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	

Note: Owner/Operator must retain proof of payment and provide it upon request.

4. Declaration of Owner/Operator	
I confirm that the lump sum compensation includes the required three-month rent gap payment and moving expense.	
Owner/Operator Name:	
Signature:	Date: