



Appointment of Responsible Person

Short-Term Rental License –
Municipality of Highlands East

A **Responsible Person** is a person who is appointed by the property owner to be responsible for managing or addressing issues that may arise at the short-term rental. The Responsible Person may be an owner, an agent or a third-party provider. The Responsible Person shall act as the contact for any complaints or issues that may arise in the operation of the licensed short-term rental. The contact information for the responsible person may be made available to the public.

As per Section 5.8 and 5.9 of the Short-Term Rental Licensing By-law (2024-32), the Responsible Person must be able to respond within 60 minutes to an emergency call that involves risk to health, safety, damage to property, or contravention of a municipal By-law. Further, this person then must be able to attend the short-term rental premises within twenty-four hours of being notified of the occurrence.

It is the responsibility of the property owner to appoint an appropriate Responsible Person to the Municipality and to ensure that this contact information is kept up to date.

Responsible Person’s Name: _____

Mailing Address: _____

Telephone Number: _____

E-mail Address: _____

Relationship to Rental Premises: Owner Property Manager Maintenance Contractor

I/we, the registered property owner(s), hereby appoint the above-noted person to act as our Responsible Person for the purposes of the operation of our short-term rental. I/we acknowledge that should I/we change my/our Responsible Person, this information must be provided in writing to the Municipality of Highlands East immediately. Further, I/we acknowledge that as the legal property owner(s), I/we am/are ultimately responsible for the responsible management and use of my/our property.

(date)

(signature of registered owner)

(date)

(signature of registered owner)

(date)

(signature of registered owner)

(date)

(signature of registered owner)