



Licensees' Code of Conduct

Short-Term Rental Accommodation –
Municipality of Highlands East

Licensed STR Premises Municipal Address: _____

Name of Licensees: _____

1. The Premises identified above shall be operated in accordance with the Short-Term Rental Licensing By-law (2024-32), and all applicable acts, regulations, and other municipal by-laws.
2. The Licensee shall ensure that a copy of the Renter's Code of Conduct and a copy of the License are always posted inside the Premises and visible for inspection by the Renters.
3. Nothing herein allows the Licensee to rent part of a Premises other than those identified on the License, based on the submitted documentation and site diagram.
4. The Licensee will be held responsible for contraventions of any municipal By-law, act or regulation by people found using the Premises, and may be subject to demerit points, fines, or other enforcement measures.
5. Entry and inspection by any Officer or their designate and any accompanied authorities or agent of the Municipality may occur as outlined in the Short-Term Rental Licensing By-law and for the purposes of:
 - a) carrying out any inspection; or
 - b) determining compliance with any by-law; or
 - c) verifying complaints received under a by-law; or
 - d) verifying compliance with an order issued or a License; or
 - e) requiring a matter or thing be done.
6. The Licensee is responsible for renewing a License by forwarding any required application and supporting documents as per the By-law prior to the expiry date of the License.
7. The Licensee is responsible for informing the Municipality, in writing, of any changes to a Premises within ten (10) days of such change or deviation.
8. The submission of false or misleading information to the Municipality may void an application, cause the current License to be revoked, or cause a Licensee to be subject to further enforcement measures.

9. All Licensees are responsible for compliance with all other Municipality of Highlands East by-laws (including, but not limited to, the following: Noise By-law, Open Air Burning By-law, Zoning By-law, etc.).

10. All short-term rentals must have operating smoke alarms in accordance with the provisions of the Ontario Building Code. In short-term rentals that have a fuel-fired appliance or solid fuel-fired appliance installed or an attached storage garage, the Licensee must ensure that the building is equipped with carbon monoxide alarms outside of the sleeping areas. Further, the Licensee must regularly test the alarms to ensure that they are operational.

I/we, having read the above, and the terms of the Short-Term Rental Licensing By-law and License, undertake to provide Renters with a copy of the Renter's Code of Conduct and to require signatures, as necessary. I/we also realize that a violation of the Short-Term Rental Licensing By-law may result in the suspension or revocation of the Short-Term Rental License for the Premises.

Signature of Licensee(s)

Date

Signature of Licensee(s)

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