

Owner Permission Template – Single Owner

Name

Address 1

Address 2

Contact Details

To whom it may concern,

This letter is to confirm that I am the owner of [insert property address and PID]. I confirm that [insert name of authorised agent / person signing the application] is authorised to act on my behalf in the submission of this application for a short-term rental license.

By signing this letter, I acknowledge that, once an application has been submitted, Municipal Staff will be reviewing the status of occupancy permits and any work orders for this property to determine the property's eligibility for a short-term rental license.

Sincerely,

[Name of owner]

Owner Permission Template – Multiple Owners

Name

Address 1

Address 2

Contact Details

To whom it may concern,

This letter is to confirm that We are the owners of [insert property address and PID]. We confirm that [insert name of authorised agent / person signing the application] is authorised to act on our behalf in the submission of this application for a short-term rental license.

By signing this letter, We acknowledge that, once an application has been submitted, Municipal Staff will be reviewing the status of occupancy permits and any work orders for this property to determine the property's eligibility for a short-term rental license.

Sincerely,

[Name of owner]

[Name of owner]

[Name of owner]