



City of Hamilton  
Mailing Address:  
71 Main St. W.  
Hamilton ON L8P 4Y5  
www.hamilton.ca

Planning and Economic Development  
Licensing and By-law Services  
Physical Address: 330 Wentworth St  
Phone: 905.546.2782  
Email: rentalhousing@hamilton.ca

Wednesday, March 23, 2022

[Property Owner]  
[Mailing Address]

Dear Homeowner:

**Re: [Rental Housing Unit Property Address]**

On September 29, 2021, Hamilton's City Council approved the Rental Housing Licensing Schedule (31) within the Licensing By-law 07-170 (the By-law) as a two-year pilot project for Wards 1, 8 and part of Ward 14. The By-law applies to buildings containing four or less rental housing units and converted dwellings including secondary rental units approved through report PED21097(a). The By-law requires property owners of these rental housing units to apply for a municipal business licence beginning in April 2022.

We have identified the above property address as a possible rental housing unit that may require a licence. Application submissions will take place through a phased-in schedule. Your application submission date, along with the By-law, required documentation, and applicable fees are available at [www.hamilton.ca/rentalhousinglicence](http://www.hamilton.ca/rentalhousinglicence).

If you do not believe the By-law applies to your property, please contact the Licensing Section at 905 546-2782 option 3 or email rentalhousing@hamilton.ca.

Please be advised that the operation of a rental housing unit without a licence may result in enforcement action, including but not limited to fines, charges and/or court appearances. Rental housing units may be permitted to be occupied during the licensing application process, unless immediate health and safety violations are identified during inspections.

Thank you for your anticipated co-operation in this matter.

Respectfully,

Dan Smith  
Manager, Licensing  
Licensing and By-law Services  
Planning and Economic Development  
City of Hamilton