

## BUSINESS LICENCE TRANSFER AUTHORIZATION

for Long Term Rental Property

Business licence(s) are ONLY eligible for transfer once per calendar year for the same business address and business type, for the transfer fee as set out in Schedule A of Licence By-law No. 4450.  
All previously paid licence fees are non-refundable.

**This authorization form is required IN ADDITION to submitting a completed Long Term Rental Application form for all business licence transfers (see page 2).**

Licence Year: \_\_\_\_\_ Licence Numbers(s) to be transferred \_\_\_\_\_

Subject to the approval of the Licence Office, I \_\_\_\_\_  
(Current Licence Holder/Business Owner Name)

hereby agree to transfer the business licence(s) listed above, and all my rights and interest in the business located

at \_\_\_\_\_  
(Business Address)

to \_\_\_\_\_  
(New Licence Holder/Business Owner Name: Sole Proprietor, Partnership or BC Incorporated Company)

effective: \_\_\_\_\_  
(Date of Transfer)

Signature of current licence holder(s)

Print Name

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: For sole proprietorships and general partnerships, a signature is required from each owner.  
For BC Incorporations, a signature is required from 1 Director/Owner of the Company.

## LONG TERM RENTAL PROPERTY APPLICATION

DATE: \_\_\_\_\_

**BUSINESS LOCATION:** \_\_\_\_\_  
(include building #, street name(unit #), city, and postal code)

**MAILING ADDRESS:** \_\_\_\_\_  
(only if different from business address)

**TYPE OF BUSINESS:**

Please select (✓) the type of rental property and indicate the # of rental units below.

(✓)		# of dwelling units	# of swimming pools	# of housekeeping units	# of sleeping units
	Apartment House				
	Apartment House Strata				
	Bed & Breakfast				
	Duplex				
	Laneway House				
	Multiple Dwelling				
	Non-Profit Housing Society # _____				
	One Family Dwelling				
	Pre -1956 Dwelling				
	Residential/Commercial				
	Secondary Suite				

**\*\*This business licence does NOT allow the property to operate as Short Term Rental\*\***

**PROPERTY OWNER(S) INFORMATION:** Please submit ONE form of photo identification with your application.

If a representative is applying for the business licence, a Letter of authorization and photo identification is required for the representative.

First & Last Name	Business Phone #:	Home Phone #:	Cellular:
1.			
2.			
3.			
4.			
Email:	I prefer my annual business licence renewal be sent by: By Mail OR By E-mail		

**INCORPORATED OR LIMITED COMPANY NAME:** (If Incorporated or limited, a copy of the certificate is required to process the licence.)

\_\_\_\_\_  
Incorporated or Limited Company Name

\_\_\_\_\_  
Certificate Number

**APPLICANT STATEMENT**

I/We the undersigned confirm as the business owner(s)/agent for the owner(s) that the above-noted information is correct and agree(s) to comply with ALL relevant provisions of the License By-law No. 4450 and other applicable City By-laws. It is also understood that the business owner(s) is/are responsible for the overall management of the business including staff while representing the owner's business. Further, failure to meet these obligations may result in the business licence being suspended or reported to City Council for possible revocation.

\_\_\_\_\_  
Signature  
Owner Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**FEE:** There will be a non-refundable application fee of \$74.00 plus a licence fee set out in Schedule A of License By-Law No. 4450.  
Please include a cheque payable to The City of Vancouver with your application.

**LICENCE DEPARTMENT USE ONLY**

Classification: \_\_\_\_\_

Licence Number: \_\_\_\_\_

☐ Letter of Authorization sent to POSSE