



SHORT-TERM RENTALS



Responsible Short-term Rental Operator Handbook

What you need to know and do in order to operate a short-term rental accommodation in Vancouver



Being a Responsible Short-term Rental Operator in Vancouver

The City of Vancouver allows people to rent their **principal residence** for stays of less than 30 days. Before you list, advertise or rent your property, you must get a Short-term Rental business licence. In order to get a licence, you must confirm that you have met building and fire safety regulations, and good neighbour requirements.

Find out more about these requirements at <http://vancouver.ca/short-term-rentals>

Property

- Your short-term rental accommodation must be your principal residence
- Have your landlord's permission, if you rent long-term
- Make sure your building's strata bylaws allow for short-term rentals, if you are in a strata
- Review your insurance policies to ensure sufficient coverage

Building and fire safety

- Confirm your home is a legal dwelling unit
- Provide 24-7 contact information in case of an emergency
- Post a fire plan at all entrances and exits
- Have interconnected smoke alarms on every floor and in every bedroom
- Have a working and accessible fire extinguisher on every floor
- Have carbon monoxide detectors on every floor if there are gas appliances
- Have a fire alarm if your building has more than three dwelling units or if your unit has more than 10 occupants
- Maintain all interconnected smoke alarms, fire extinguishers, and carbon monoxide detectors in working order
- Inspect, test annually, and keep related records for smoke alarms, fire extinguishers, and carbon monoxide detectors

Marketing and booking

- Market only with a valid licence, whether or not your ad results in bookings
- Clearly indicate your licence number for your short-term rental accommodation in all of your marketing, even if the platform you use doesn't provide a designated field
- Allow only one confirmed reservation at a time
- Post a paper copy of your licence in your short-term rental accommodation

Inspection and audit

- Provide access to your short-term rental accommodation for us to inspect, upon request
- Understand that we may audit your licence and request evidence that supports the information in your licence application
- Provide records showing fire safety inspections and maintenance, if we request them



Information for your guests

The City of Vancouver has a number of bylaws that help make our community a safe and enjoyable place for residents and visitors. These are some of the regulations your guests should be aware of. Your strata or building may have additional regulations.

Noise:

Most short-term rentals are located in residential areas or multi-family buildings. Be mindful of noise and do not disturb or be a nuisance to the neighbours. Quiet hours are generally between 10pm and 7am weekdays; 10pm to 10am weekends and holidays. Read more: Noise Control Bylaw No. 6555 <http://vancouver.ca/your-government/noise-control-bylaw.aspx>

Vehicle parking:

Make sure your guests know where they can and cannot park. Ideally, this would be in your driveway or designated parking stall. Many Vancouver streets have restricted parking for use by residents ONLY and with an approved windshield tag, or parking is time-limited. Read more: <http://vancouver.ca/streets-transportation/parking.aspx>

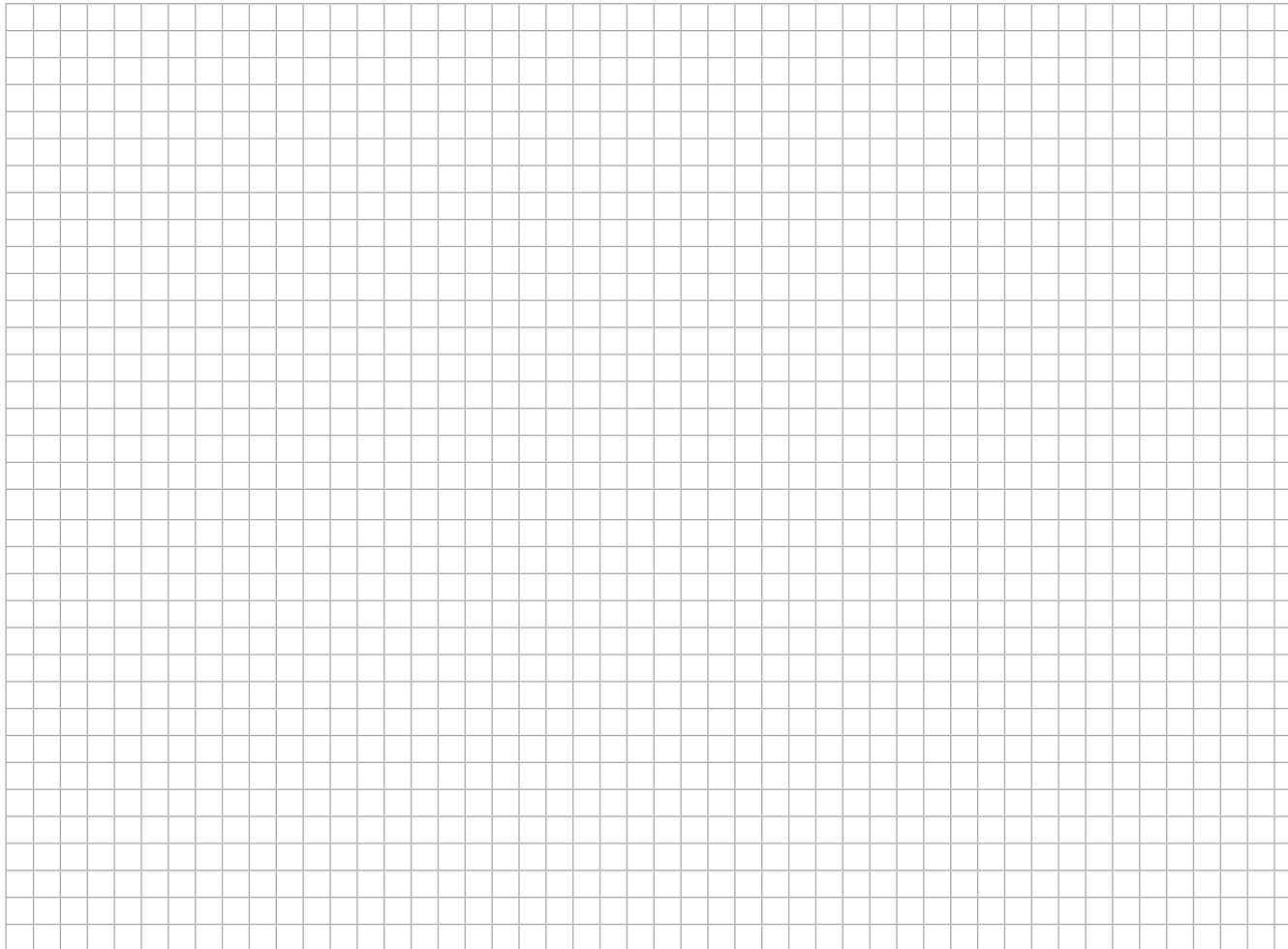
Dogs:

All dogs must be leashed and in control at all times, except in designated off-leash parks. Dog owners must pick up after their dog. Read more: Animal Control Bylaw: <http://former.vancouver.ca/bylaws/9150c.PDF>

Garbage and recycling:

Our vision is for Vancouver to be a zero waste community by 2040. Part of this plan is to separate organic material and recyclables. Ensure your guests have access to separated food scraps, recycling and garbage bins, and they understand how to use them. Read more: <http://vancouver.ca/home-property-development/waste-disposal-and-recycling.aspx>

In case of fire, go outside immediately and call 9-1-1



Operator's name:

Address of this property:

Emergency contact:

(name & phone number of someone who is locally available 24 hours a day to address immediate concerns)

Designated meeting point:

Fire safety plan

(print and post this at all entrances and exits)

1. Use the grid above to draw a floor plan of your home or make your own using this page as a template
2. Show two ways out for your short-term rental guests
3. Mark where fire extinguishers can be found
4. Show or describe a meeting point outside
5. Post this plan at entrances and exits

Sample plan

