



Short-term Accommodation Operator Pre-Inspection Checklist

Exterior

- A sign is posted at the end of the driveway with the Property Manager/Responsible Person's contact information.
 - Sign must be clear, identifiable and legible
- No parking spots and/or fire pits located on top of the tile bed or mantel.
- No horizontal railings are constructed on a deck, handrails, guards, and no deterioration on the noted items.
- Adequate parking spaces are provided for renter's use.
- Appropriate lighting is installed and operational on interior and exterior (outside each door).
- Outdoor maintenance is upheld in accordance with the provisions of the Property Standards By-law.

Interior

- Smoke and carbon monoxide (CO) alarms are less than 10 years old, are operational, and installed correctly with a working power source, battery or hardwired).
- All smoke and CO alarms are installed properly and operable in the required locations.
- Fire Safety/Exit Plan is posted at the main entrance of the dwelling and includes the location of fire exits, fire extinguishers and outside meeting area.



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- All exits are labelled/posted
 - Signs must be clear, identifiable and legible
- A sign is posted inside at the main entrance which includes the Property Manager/Responsible Person's Contact information, the address of the rental property, and the Short-term Accommodation Licence number.
- Ensure there are handrails, guards, and a secure landing for all stairs (interior and exterior).
- Electrical panel is operational and free of defects.
- No exterior locks on bedroom doors.
- Exhaust fans and/or HRV are secure and operational.
- A sufficient number of trash and recycling receptacles are provided to accommodate all trash generated by those occupying the rental property.
- No leaks within the plumbing, and that fixtures are fastened and secured.
- Window egress is present in each bedroom and windows open easily.
- A copy of a current WETT Certificate for all wood-burning appliances is provided to the Licensing Issuer on Cloudpermit (If applicable)
- Results from a water sample test from Public Health has been provided to the Licensing Issuer through Cloudpermit.
 - If the water has not been tested prior to the inspection, or is not potable, it must be posted as "Non-potable" within the dwelling.