



CITY OF ORILLIA RESIDENTIAL MULTIPLE UNIT INQUIRY FORM

[See Planning Application Fees linked here for applicable fee](#)

FEE SUBMITTED: \$ _____
Paid: CHQ CASH DEBIT

How many residential units are in the building? _____

What do you need to know about the property? (please check applicable box)

- If the units are legal?
- What evidence the city has that the units existed prior to December 11, 2017?
- Other information:

Address of Property: _____

Person Inquiring: _____

Address (of Person Inquiring): _____

Telephone: _____ Email: _____

I would like the letter: __ Emailed __ Mailed

Relationship to Owner: Self __ Lawyer __ *Proposed Purchaser __ *Realtor __ *Appraiser __
*Other _____

*Note: Authorization of Owner (below) required if the person inquiring is not the current property owner.

I, _____, hereby request that the City of Orillia investigate the Multiple Unit Building located at the above-described property and advise me in writing whether it complies with the applicable regulations with respect to Zoning, Building and Fire Safety.

Date: _____ Signature: _____

* * *

Authorization of Owner

I, _____, hereby authorize the City of Orillia to release Zoning
(print name of owner)
compliance, Building Code compliance and Fire Code compliance information with respect to the
property municipally known as

(municipal address of property)

This shall be your good and sufficient authority for so doing.

Date: _____ Signature of Owner: _____

Additional Information related to the Multiple Unit Residential Building

I have not provided any supporting documentation ____

Or

I have supplied the following documentation to support the existence of a Multiple Unit Residential Building on this property (please check mark the following items provided):

- ___ Real Estate Listings (prior to December 11, 2017).
- ___ Lease Agreement or other written documentation confirming tenancy.
- ___ Copies or receipts of cheques for rent.
- ___ Landlord-owner's Income Tax Return with the required Statement of Rental Income for the period.
- ___ Invoices for work or repairs completed on the existing Dwelling Units.
- ___ Notice of Property Valuation from MPAC (Municipal Property Assessment Corporation) confirming occupancy of the existing Dwelling Units.
- ___ Mortgage documents and/or homeowner's insurance policy indicating existence of the Dwelling Units.
- ___ Copy of Affidavit **prepared by a lawyer** in relation to the Multiple Units.
- ___ Copy of Lawyers correspondence in relation to the Multiple Units.
- ___ Tax Assessment records related to the Multiple Units.
- ___ Any Government correspondence related to the Multiple Units.
- ___ Any Utilities correspondence (Bell, Gas, Canada Post, Power Company), related the number of Dwelling Units.
- ___ Vernon Street directory indicating the number of existing Dwelling Units.

If known, what is the approximate date of the Multiple Unit(s) creation? _____