



**CITY OF ORILLIA  
RESIDENTIAL MULTIPLE UNIT INQUIRY FORM**

Fee \$97.00 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? \_\_\_\_\_