


A photograph showing two women shaking hands in a bright, modern living room. One woman is wearing a grey dress and the other is wearing a white top. They are standing near a window with a view of a city. In the foreground, there is a wooden coffee table with a laptop, a cup, and some papers.

SHORT-TERM RESIDENTIAL RENTAL ACCOMMODATION

Information for Hosts

A close-up photograph of two women looking at documents together. The woman on the left is wearing a dark patterned top and the woman on the right is wearing a white top. They appear to be in a professional or business setting.

A guide to what Short-Term Residential Rental hosts need to know to be a responsible operator in Edmonton.

Hosts who provide shared or exclusive rental accommodation in a residence for periods of 30 consecutive days or less require a home-based **Residential Rental Accommodation (Short-Term)** licence from the City of Edmonton. Transactions for short-term residential rental accommodations are usually completed through online platforms, such as AirBnB, VRBO, HomeAway and FlipKey.

Host Responsibilities

As a short-term residential rental host, you must:

- Hold a valid City of Edmonton business licence.
- Include your valid business licence number on any advertisement for the rental property.
- Comply with the approved Operational Plan submitted to the City as part of your business licence application. If the information in your approved Operational Plan changes, you must provide a new proposed Operational Plan to the City.
- Provide guests with a copy of the **Short-Term Residential Rental Accommodation: Information for Guests guide**, which can be found online at edmonton.ca/ShortTermHomeRentals.
- Ensure your telephone number is posted in the rental property at all times.
- Not allow your property to be used by guests to operate a business, unless the guest has a valid business licence authorizing the business activity.
- Only rent up to two sleeping units, each of which can be occupied by a maximum of two persons, if you live in the same residence while guests are present.
 - + To rent more than two sleeping units you must apply for a Major Home Based Business Development Permit prior to the issuance of your business licence
- Ensure the rental property is safe and compliant with Building and Fire Codes.
 - + Except where the suite has a sprinkler system, each bedroom shall have at least one outside window or exterior door to provide an exit in the event of an emergency. The window or door must be openable from the inside without the use of keys, tools or special knowledge.
 - + Install smoke and carbon monoxide detectors, and keep a fire extinguisher in the home.
 - + Keep fire exits clearly marked.

Tips for being a Good Short-Term Rental Host

- Provide clear instructions and information upfront so your guests know what to expect when they arrive, including information about: parking; garbage, recycling and food scraps collection; and noise bylaws.
- Greet your guests in-person when they check in, and follow up with them during their stay.
- Establish "house rules" and be sure that your guests know to follow them.
 - + Rules that reduce noise and disruptions at night, for example, "quiet time" between 10pm and 7am and no late-night check-ins, can help you to avoid noise complaints from neighbours.
 - + Owners that permit or cause noise that is found to disturb the peace of another individual are subject to a \$250 fine under the Community Standards bylaw.
- Respond to your guests' inquiries in a timely manner to avoid any situations that may impact the neighbourhood or lead to complaints.

Business Licence Application Requirements

- Complete a home-based business licence application form
- Submit a proposed Operational Plan for the City's approval
- Pay the applicable licence fee
- A Development Permit for a Major Home Based business is required if the operator/host resides at the rental premises and is renting out more than two sleeping units. This includes situations where the rental accommodation is a separate basement or garden suite.
- A building permit may be required if there are changes to the physical floor plan of the property.
- The City will notify Alberta Health Services of your application for a business licence. Alberta Health Services may follow up with you to ensure compliance with health regulations.

How to Apply

- Online at edmonton.ca/businesslicences (select the home based business licence application type) or
- Mail to:
 - Edmonton Service Centre
 - 2nd Floor, 10111 104 Avenue NW
 - Edmonton, AB T5J 0J4
 - 8:00 a.m. – 4:30 p.m.
- Applications are not processed on the same day. The Edmonton Service Centre will contact you after your application is processed or if more information is required.
- To speak with a Business Licensing representative, please email developmentsservices@edmonton.ca or call **311**.

Visit edmonton.ca/ShortTermHomeRentals for more information.