



# COMMERCIAL PROPERTY RENTAL BUSINESS LICENCE APPLICATION

**IS THIS APPLICATION:** New  Address Change  Change of Owner

**BUSINESS INFORMATION (complete all fields)**

**COMMERCIAL PROPERTY ADDRESS:**

**MAILING ADDRESS:**

**OWNER NAME(S):**

**BUSINESS NAME (if applicable):**

**BUSINESS EMAIL:** **BUSINESS PHONE NO.:**

**OWNER EMAIL.:** **OWNER PHONE NO.:**

**DESCRIPTION (please select one):**

<b>Apartment building</b> <input type="checkbox"/>	<b>Commercial lease</b> <input type="checkbox"/>
<b>Residential revenue property</b> <input type="checkbox"/>	<b>Shopping centre</b> <input type="checkbox"/>

**Please provide the total number of rental units** \_\_\_\_\_

**APPLICANT'S ACKNOWLEDGEMENT**

I hereby make application for a licence in accordance with the particulars as stated in this application and declare that the information in the application to be true and correct. I undertake to supply the Licence Inspector all documents, paper or certificates both requested by this office or required by federal, provincial or local government acts and regulations. I undertake to comply with all bylaws of the City of Nanaimo and all other laws now in force or which may hereafter come into force

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Personal information provided on this form is collected under the authority of the *Community Charter, Freedom of Information and Protection of Privacy Act* and the *Business Licence Bylaw*. Your business name, address, telephone number, email and website address may be released in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection or release of your personal information may be referred to the Freedom of Information Coordinator, City Hall, 455 Wallace Street, V9R 5J6, at 250-755-4405.

**BUSINESS OFFICE:** Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC  
**MAILING ADDRESS:** City of Nanaimo, Business Licence Section, 455 Wallace Street, Nanaimo, BC V9R 5J6  
**Telephone:** 250-755-4482  
**E-mail:** [business.licence@nanaimo.ca](mailto:business.licence@nanaimo.ca)

<b>APPROVAL DATE</b>	<b>BUSINESS LICENCE INSPECTOR</b>
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