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 **Short-Term Residential Rental Accommodation** licence from the City of Edmonton. Transactions for short-term residential rental accommodations are usually completed through online platforms.

### Host Responsibilities

As a short-term residential rental host, you have the following responsibilities:

- You must hold a valid City of Edmonton Business Licence (additional information available at the end of this document). You must include your valid City of Edmonton business licence number on any advertisement for the rental property.
- You must 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.
- You must ensure your telephone number is posted in the rental property at all times.
- You must 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.
- If you live in the same residence while guests are present, you may only rent up to two sleeping units, each of which can be occupied by a maximum of two persons.

### 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.
- 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”, or no late-night check-ins, can help you to avoid noise complaints from neighbours.
- Respond to your guests’ inquiries in a timely manner to avoid any escalations that may impact the neighbourhood.
- 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 openable from the inside without the use of keys, tools or special knowledge to provide an exit in the event of an emergency.
  - Install smoke and carbon monoxide detectors, and keep a fire extinguisher in the home.
  - Keep fire exits clearly marked.
- Visit edmonton.ca/shorttermhomerentals for more information.

### Business Licence Application Requirements

- Completed business licence application form
- Payment of the applicable licence fee
- A Development Permit for a Major Home Based business is required if the operator/host resides at the rental premises. 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 when your licence is issued. Alberta Health Services may follow up with you to ensure compliance with health regulations.

### How to Apply

- Online at www.edmonton.ca/businesslicences or
- By email to businesslicenceapplications@edmonton.ca or
- In person drop off or mail in: 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 developmentservices@edmonton.ca or call 311.