



## Appointment of Responsible Person

Short-Term Rental License –  
Municipality of Highlands East

A **Responsible Person** is a person who is appointed by the property owner to be responsible for managing or addressing issues that may arise at the short-term rental. The Responsible Person may be an owner, an agent or a third-party provider. The Responsible Person shall act as the contact for any complaints or issues that may arise in the operation of the licensed short-term rental. The contact information for the responsible person may be made available to the public.

As per Section 5.8 and 5.9 of the Short-Term Rental Licensing By-law (2024-32), the Responsible Person must be able to respond within 60 minutes to an emergency call that involves risk to health, safety, damage to property, or contravention of a municipal By-law. Further, this person then must be able to attend the short-term rental premises within twenty-four hours of being notified of the occurrence.

**It is the responsibility of the property owner to appoint an appropriate Responsible Person to the Municipality and to ensure that this contact information is kept up to date.**

Responsible Person's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Relationship to Rental Premises:  Owner  Property Manager  Maintenance Contractor

I/we, the registered property owner(s), hereby appoint the above-noted person to act as our Responsible Person for the purposes of the operation of our short-term rental. I/we acknowledge that should I/we change my/our Responsible Person, this information must be provided in writing to the Municipality of Highlands East immediately. Further, I/we acknowledge that as the legal property owner(s), I/we am/are ultimately responsible for the responsible management and use of my/our property.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of registered owner)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of registered owner)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of registered owner)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of registered owner)