

## Register Your Short-Term Accommodation Application Form

Most tourist accommodations need to register with the Tourist Accommodations Registry to operate in Nova Scotia. This includes tourist accommodations in a primary residence or attached to a primary residence.

You don't have to register your tourist accommodation if you provide:

- Only long-term accommodations (like a year-to-year lease, month-to-month lease or more than 28 days in a row)
- Accommodations at campgrounds that are not roofed (like campsites where travellers bring their own tents or trailers)

### How do I apply?

#### Step 1 - Check if you're ready to apply

- You'll need to submit supporting documents that show you're allowed to operate a short-term rental
- All applicants need to provide documentation that shows compliance with municipal regulations, as well as additional proof based on the type of accommodation you are registering
  - For information about required documents see section 4 of this application (pages 6 to 8)

#### Step 2 - Submit your application

- Complete this registration form, and attach all required supporting documents
  - If you're registering multiple short-term accommodations, you need to submit 1 application for each accommodation
  - Each application you submit needs its own set of supporting documents
- Send your completed application to:  
Service Nova Scotia Business Registration Unit, PO BOX 1529, Halifax NS B3J-2Y4

#### Step 3 - Application review

- It should take about 2 weeks for us to review your application once received
  - It may take longer if your application is incomplete or if we need more information
- We'll contact you after we've reviewed your application
  - You may be approved or denied, or we may ask you to provide more information

#### Step 4 - Pay your registration fee

- If your application is approved, we'll send you instructions for paying your registration fee

#### Step 5 - Get your registration number

- Once you pay your registration fee, you'll receive your registration number
- You need your registration number to advertise your accommodation on online booking platforms

### Mailing Address

Business Registration Unit  
PO BOX 1529  
Halifax NS, B3J-2Y4

**Important Notes:**

If you're registering multiple short-term accommodations, you'll need to submit separate applications for each accommodation.

You'll need to include supporting documents for each application. See section 5 for more information on the types of documentation.

An application number will be sent to the email you provide once your application has been processed. The application number is not your registration number. You can't use it to advertise your accommodation.

Once your application has been adjudicated, you'll be sent your registration fee and information on how to submit payment. Your registration number is provided once payment has been processed.

Incomplete applications cannot be processed. Please provide all requested information in the application, and include all other needed documents when you submit the application. If your application is incomplete we will reach out for more information. This will cause delays in processing your application.

1 Accommodation Assessment	
See section 5 "Proof Documentation" for more information on the types of documents accepted as proof.	
<b>A</b>	<p><b>Is the short-term accommodation compliant with municipal land-use by-laws?</b>    <input type="radio"/> Yes    <input type="radio"/> No</p> <p>Compliance with municipal land-use by-laws is needed to register. All applicants are required to provide proof of compliance when submitting an application.</p>
<b>B</b>	<p><b>Is the accommodation part of a registered condominium?</b>    <input type="radio"/> Yes    <input type="radio"/> No</p> <p>If "YES" proof of compliance with the condominium board is required.</p>
<b>C</b>	<p><b>Is the accommodation your primary residence?</b>    <input type="radio"/> Yes    <input type="radio"/> No</p> <p>If "YES" proof of primary residence is required.</p>
<b>D</b>	<p><b>Are you the property owner of the short-term accommodation?</b>    <input type="radio"/> Yes    <input type="radio"/> No</p> <p>If YES go to section 1-F, if NO also complete section 1-E.</p>
<b>E</b>	<p><b>Do you have the owner's permission to operate this property as a short-term accommodation?</b>    <input type="radio"/> Yes    <input type="radio"/> No</p> <p>Proof of owners permission is required if you are not the property owner.</p>
<b>F</b>	<p><b>Does your short-term accommodation (vacation home or cottage) meet the definition of a personal vacation home?</b></p> <p>Personal vacation home:</p> <ul style="list-style-type: none"> <li>• Is exclusively owned by one or more individuals who are not a business, society or trust</li> <li>• Seasonal or recreational use by the owner (or their family and friends)</li> <li>• Not primarily intended or used as a rental income property</li> <li>• Not intended for continuous year-round occupancy</li> <li>• Not a primary residence or located on the same property as the primary residence</li> <li>• Cannot be rented for more than 150 days per registration year</li> </ul> <p><input type="radio"/> Yes, it does and I attest that it meets the definition    <input type="radio"/> No, it doesn't</p>

<b>2 Personal Information</b>		
<b>A Applicant contact information</b>		
Applicant information will be used for all communication about the application.		
First Name	Last Name	
Phone Number	Email	
Mailing Address	City / Town / Community	
	Postal Code	Apartment / Unit Number
<b>B Additional contact information (OPTIONAL)</b>		
You can add an additional contact, like a property manager, authorized agent, family member, or emergency contact.		
Relationship type		
<input type="radio"/> Property manager <input type="radio"/> Authorized agent <input type="radio"/> Emergency contact  <input type="radio"/> Other (please specify): _____		
First Name	Last Name	
Phone Number	Email	
Mailing Address	City / Town / Community	
	Postal Code	Apartment / Unit Number

<b>3 Property owner's contact information</b>		
<b>A Short-term accommodation property owner's contact information</b>		
If you ARE the owner, skip this section and proceed to section 4. If you are NOT the property owner of the short-term accommodation, complete parts A and B of this section.		
First Name	Last Name	
Phone Number	Email	
Mailing Address	City / Town / Community	
	Postal Code	Apartment / Unit Number
<b>B What is your relationship to the property owner of the short-term accommodation?</b>		
<input type="radio"/> Property manager <input type="radio"/> Authorized agent <input type="radio"/> I rent/lease the accommodation from the owner  <input type="radio"/> Other (please specify): _____		
<b>4 Accommodation Information</b>		
<b>A Provide information about the accommodation you are registering.</b>		
<input type="checkbox"/> Check if the Accommodation address is the same as the applicant address in section 2A  NOTE: "Accommodation Name" is the name you use in listings and advertisements - also called an operating name		
Accommodation Name		
Street Address	City / Town / Community	
	Postal Code	Apartment / Unit Number
<b>B Is the accommodation owned by a registered business?</b> <input type="radio"/> Yes <input type="radio"/> No		
If YES, provide the business name and registration number from the Nova Scotia Registry of Joint Stocks.		
<b>Business name or operating name</b> Enter the business name as it appears in the Nova Scotia Registry of Joint Stocks	<b>RJSC registration number</b> Enter the registration number as it appears in the Nova Scotia Registry of Joint Stocks	

**4 Accommodation Information**

**c What type of accommodation are you registering?**

Select all accommodation types available at this address and complete the total number of bedrooms for each type. See the **Register Your Short-Term Accommodations Handbook** for definitions of each accommodation type.

NOTE: If you have multiple accommodations, for example multiple units in a house or an apartment building, you will need to submit separate applications for each accommodation.

Accommodation Type	Number of Bedrooms
<input type="checkbox"/> Apartment (a unit that is part of a larger residential building, or a separate home within a house with its own entrance, bathrooms, kitchen, and bedrooms)	
<input type="checkbox"/> Backyard suite (a smaller home that is in a separate building from the main home/dwelling on the same property)	
<input type="checkbox"/> Bed and breakfast	
<input type="checkbox"/> Campground with roofed accommodations	
<input type="checkbox"/> Condominium	
<input type="checkbox"/> Duplex/Semi detached home	
<input type="checkbox"/> Hostel or Dormitory	
<input type="checkbox"/> Hotel or Inn	
<input type="checkbox"/> Motel	
<input type="checkbox"/> Resort (multiple lodgings on one property - for example a hotel with cottages)	
<input type="checkbox"/> Room for rent (within a home or part of a home that is not a self-contained secondary suite)	
<input type="checkbox"/> Self-contained secondary suite (like an apartment that is within the primary home)	
<input type="checkbox"/> Single detached home	
<input type="checkbox"/> Townhouse	
<input type="checkbox"/> Unusual lodging (Cabin, bunkie, Stationary recreational vehicle (RV), Yurt, Dome)	
<input type="checkbox"/> Vacation home/cottage	

**5 Proof Documentation**

As part of your application to register your short-term accommodation, you'll need to provide documentation to prove you are in compliance with municipal regulations, as well as additional proof of compliance documents based on the type of accommodation you are registering.

NOTE: Photocopies of documents are OK. Sensitive information should be blacked out. Your name and the accommodation address must be visible.

You can request templates for some of these documents at you local Access Nova Scotia office or find them online at: <https://beta.novascotia.ca/register-your-short-term-accommodation>

**A Proof your short term rental is compliant with municipal land use by-laws**

Provide **1 supporting document** from your municipality showing you are allowed to operate a short-term rental at your civic address.

You must contact your municipality to obtain the necessary documentation, as accepted document types vary between municipalities

**The document must include:**

- The address of the accommodation being registered
- Confirmation that the short-term rental / accommodation is permitted pursuant to municipal land use by-law provisions

If your municipality does not regulate short-term accommodations/rentals a standard letter (does not need to include the accommodation address) indicating they do not regulate the use is considered acceptable

**I have included 1 document showing proof of compliance with municipal by-laws**

**B Proof of compliance with a condominium board**

If your accommodation is part of a condominium corporation you need to provide **1 document** showing proof of compliance with the condominium bylaws.

Accepted proof of compliance documents/templates with the condominium board are:

- A letter from the condominium board of directors stating that you are in compliance
- Condominium Board Declaration Document

The document must include:

- Your name
- Address of the accommodation being registered
- The condominium corporations
  - Name
  - Address
  - Phone number or email
  - Name of authorized condominium board member or agent with their signature and date

**I have included 1 document showing proof of compliance with the condominium board**

**This does not apply to me**

<b>5</b>	<b>Proof Documentation</b>
<b>C</b>	<p><b>Proof of primary residence</b></p> <p>If the accommodation is your primary residence, you need to provide <b>2 documents</b> showing proof of primary residence.</p> <p>Accepted proof of compliance documents/templates for proof of primary residence include:</p> <ul style="list-style-type: none"> <li>• Valid Nova Scotia driver licence or photo identification card</li> <li>• Your most recent notice of assessment or proof of income statement from Canada Revenue Agency (only require to show name and address - sensitive details should be blacked out)</li> <li>• Your most recent property tax bill</li> <li>• Your lease agreement</li> </ul> <p>Each document must include:</p> <ul style="list-style-type: none"> <li>• Your name</li> <li>• Address of the accommodation being registered</li> </ul> <p><input type="radio"/> <b>I have included 2 documents showing proof of primary residence</b></p> <p><input type="radio"/> <b>This does not apply to me</b></p>
<b>D</b>	<p><b>Proof of property owner's permission</b></p> <p>If you don't own the accommodation you need to provide <b>1 document</b> showing proof of the property owner, landlord or superintendent's permission.</p> <p>Accepted proof of compliance documents/templates for property owner's permission are:</p> <ul style="list-style-type: none"> <li>• Letter from the property owner, landlord or superintendent</li> <li>• Landlord Declaration Document</li> </ul> <p>The document must include:</p> <ul style="list-style-type: none"> <li>• Your name</li> <li>• The address of the accommodation being registered</li> <li>• The owner, landlord, or superintendent's             <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone number or email</li> <li>• A statement that they are providing their permission</li> <li>• The property owner, landlord or superintendent's signature</li> <li>• Date</li> </ul> </li> </ul> <p><input type="radio"/> <b>I have included 1 document showing proof of property owner's permission</b></p> <p><input type="radio"/> <b>This does not apply to me</b></p>
<b>E</b>	<p><b>Permission of all other property owners</b></p> <p>Do you have the permission of all other property owners to operate as a short-term accommodation?</p> <p><input type="radio"/> <b>I have permission from all other property owners to operate as a short-term accommodation</b></p> <p><input type="radio"/> <b>This does not apply to me, I am the only owner</b></p>

**5 Proof Documentation**

**F Proof showing your personal vacation home is not your primary residence**

If the accommodation is your personal vacation home provide **2 supporting documents** showing that this is not your primary residence.

Accepted proof of compliance documents include:

- A valid Nova Scotia driver licence or photo identification card
- Your most recent notice of assessment or proof of income statement from Canada Revenue Agency (only required to show name and address - sensitive details should be blacked out)
- Your most recent property tax bill
- Your lease agreement

Each document must include:

- Your name
- A different address than the personal vacation home

**I have included 2 documents showing proof my personal vacation home is not my primary residence**

**This does not apply to me**

**6 Applicant Signature**

**A** By signing this document you confirm and acknowledge that:

- You provided accurate information in this application
- You accept that your information is collected and may be shared under the authority of The Freedom of Information and Protection of Privacy Act
- The NS Department of Growth and Development collects your personal information, including all supporting documents as part of the application process for the adjudication of your application
- The collection is done pursuant to the Nova Scotia Short-term Rentals Registration Act (as amended) and the NS Freedom of information and Protection of Privacy Act

Name (Print)

Signature	Date (MM-DD-YYYY)
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