

## Ending Operations Transition Plan

### Overview

Operators that intend to end the operations of a multi-tenant house are required to submit this Ending Operations Transition Plan form to the Executive Director, Municipal Licensing and Standards for approval.

The form must be submitted at least 210 days in advance of ending the operations of the multi-tenant house.

In addition to providing information about the multi-tenant house, operators must fill out this form to provide:

- The date on which operators intend to end the operations;
- The operator’s reasons for ending the operations of the multi-tenant house;
- A description of how the operator intends to use the premises after ending operations;
- The date by which the operator will give each tenant written notice of the date that operations will end;
- A list of alternate accommodation that may be available to tenants; and
- A list of community organizations that may be affected by the end of operations.

### Licence Type

Please check the one that applies:	
<input type="checkbox"/> Type A – Regular Multi-Tenant House	<input type="checkbox"/> Type B – Personal Care Multi-Tenant House

### Property Information

Street Number	Street Name	Suite/Unit Number
City/Town	Province	Postal Code
Telephone Number	Alternate Telephone Number	
Licence Number		

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**Multi-Tenant Houses**

**Operator Information**

First Name		Last Name	
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Telephone Number		Alternate Telephone Number	
Email			

**Property Owner Information**

First Name		Last Name	
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Telephone Number		Alternate Telephone Number	
Email			

**Alternate Contact Information**

First Name		Last Name	
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Telephone Number		Alternate Telephone Number	
Email			

**Operator Declaration**

I \_\_\_\_\_ (First Name, Last Name – please print) intend to end the operations of the above noted multi-tenant house as of (insert date)

I will provide each tenant written notice of the end of operations on \_\_\_\_\_ (Date - yyyy-mm-dd).

I affirm that all the information is true and complete and that I understand and accept the following conditions:

- Declare that I am in compliance with all requirements under the Toronto Municipal Chapter 575, Multi-Tenant Houses.
- Declare that I am the owner/operator named in the above application for multi-tenant house licence.
- Declare that the information supplied by me in the application and in the materials filed with the application is correct.

Operator Signature	Date (yyyy-mm-dd)
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**Ending Operations Information**

Please include the reasons for ending the operations of the above noted multi-tenant house.

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Please include a description of the intended use of the above noted building after ending operations of the multi-tenant house.

Please include a list of alternate accommodations that may be available to tenants.

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Please include a list of community organizations that may be affected by the end of operations.

### Who to Contact for More Information

If you would like more information or require this in an alternate format to be accessible, please contact Municipal Licensing and Standards by mail, email or phone or call 311.

#### Municipal Licensing & Standards

Multi-Tenant Houses  
Municipal Licensing and Standards  
Etobicoke Civic Centre  
399 The West Mall, The North Block, 3rd Floor  
Toronto, Ontario M9C 2Y2  
416-394-8178  
[MultiTenantHousing@toronto.ca](mailto:MultiTenantHousing@toronto.ca)

#### 311 Toronto

311 is open 24 hours a day, 7 days a week.  
Email: [311@toronto.ca](mailto:311@toronto.ca)  
Phone within Toronto: 311  
Phone outside Toronto: 416-392-CITY (2489)  
TTY customers: 416-338-0TTY (0889)  
Web: [www.toronto.ca/311](http://www.toronto.ca/311)

Municipal Licensing and Standards collects personal information on this form under the legal authority of the City of Toronto Act, 2006, SO 2006, Chapter 11, Schedule A, section 136(c) and the City of Toronto Municipal Code, Chapter 575, Multi-Tenant Houses and Chapter 629, Property Standards. The information will be used to process, issue, monitor and regulate licenses issued by the City of Toronto, Municipal Licensing and Standards Division.