



## Finished Basement Declaration Letter

<b>For use by Principal Authority</b>			
<b>Date Received:</b>		<b>File Number:</b>	
		<b>BA/</b>	
<b>A. Property Information</b>			
Street Address	City/Town	Province	Postal Code
<b>B. Owner Information and Declaration</b>			
Last Name		First Name	Corporation/ partnership
I,			
Street Address		City/Town	Province
of,			
Postal Code	Phone Number	Email	
<p><b>do hereby declare</b>, that the finished basement is for my personal use only and <b>will not be used as</b> an Additional Residential Unit. Additional Residential Units (ARU), also known as accessory apartments, granny flats, in-law suites, laneway suites, and coach houses are independent housing units with their own kitchen, bathroom, and bedrooms. They can be part of a single-family home (attached ARU) or a separate building like a garden suite.</p> <p>If the intended use of this basement should change, I am aware that I must apply for a building permit and obtain any other applicable approvals.</p>			
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 30%;"></div> <div style="border-top: 1px solid black; width: 30%;"></div> <div style="border-top: 1px solid black; width: 30%;"></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Owner's Signature</span> <span>Print Name</span> <span>Date</span> </div>			