



Short-Term Rental Accommodations Operator's Guide

The Community Safety Business Licensing By-law regulates short-term rentals in Winnipeg.

This Operator's Guide contains helpful information about your short-term rental property, licensing information, rules and regulations, and resources to help you manage your short-term rental.

For more information about short-term rentals, visit winnipeg.ca/shorttermrentals





What is a Short-Term Rental?

Short-term rentals are temporary accommodations — such as a house, condominium, or apartment — rented for payment by a property owner or primary tenant for a continuous period of less than 30 nights. These properties are typically rented through online platforms such as Airbnb or Vrbo. They also include bed-and-breakfasts offered within the owner’s residence.

A primary residence is a dwelling unit that is owned or rented by an individual, either alone or jointly with other individuals, and is where the individual lives for the majority of the year. An individual can only have one primary residence, and a corporation or partnership cannot own a primary residence.

A non-primary residence is a dwelling unit that is not an individual’s primary residence.

A short-term rental operator is an individual, partnership, or corporation who carries on the business of operating a short-term rental accommodation.

Licensing Requirements

Effective April 1, 2024, you need a City of Winnipeg business licence to provide short-term rentals for compensation.

An operator must not carry on the business of operating a short-term rental accommodation without holding a valid licence.

Licences are valid for one year from the date of application and must be renewed annually.

Applying for a licence

To apply for a licence online, please visit winnipeg.ca/shorttermrentals

An application must be submitted along with the following:

- The operator(s) of the short-term rental must provide:
 - Two pieces of government-issued ID (one piece must include a photograph)
 - A Winnipeg Police Service Vulnerable Sector Check that was completed within the last six months (available online)
 - A completed Winnipeg Police Service Record Review Form (available online)
- If the operator of the short-term rental is not the owner of the property, a letter of permission from the owner must be provided
- If the short-term rental is a condominium, a letter of permission from the condo board for the property must be provided
- If the short-term rental is a primary residence, a floor plan* that includes the following information must be provided:
 - A drawing of the property that shows the layout, with all rented bedroom spaces clearly labelled
 - Clearly labelled locations of all fire exits
- If the short-term rental is a non-primary residence, a safety plan* that includes the following information must be provided:
 - A drawing of the property that shows the layout, with all rented bedroom spaces, kitchens, and bathrooms clearly labelled
 - Clearly labelled locations of all emergency exits
 - Clearly marked locations of all smoke detectors, carbon monoxide detectors, and fire extinguishers
- Payment of the licensing fee (for the most up-to-date fee schedule, please visit winnipeg.ca/shorttermrentals)

**Floor plans and safety plans do not need to be professionally created and do not require measurements (see example at the end of this guide).*



Licence approvals

Once a completed application is received, the following approvals are required:

- An on-site inspection must be completed by a City of Winnipeg licensing inspector. That inspector must approve the property for use as a short-term rental, under relevant bylaws.
- The City of Winnipeg Planning, Property & Development Department must approve the property for use as a short-term rental, based on the property's configuration and zoning district, under relevant bylaws. Secondary suites are not permitted to be used as short-term rentals.
- The Winnipeg Police Service Record Review Board must approve all operators involved in the administration of the short-term rental.

Once these approvals are in place, the City will issue the licence and the operator may begin offering short-term rentals. Licence numbers are not available until the licence has been approved.

Limitations on licences

- Owners or principal tenants must be residents of Winnipeg.
- A single applicant may apply for a maximum of four short-term rental accommodation licences: one for a primary residence and up to three for non-primary residences.
- A non-primary residence may only be used as a short-term rental if it was owned on or before February 23, 2023. This does not apply to primary residences.

The City posts information about short-term rental addresses on Open Data.

Updating your information

Operators must inform the City of any changes to the information provided during the application process within 10 days of the change. This includes changes to your name, phone number, email address, mailing address, etc.

If you need to update your information, please email CMSLicensing@winnipeg.ca

Cancelling your licence

If you would like to cancel your short-term rental accommodation licence, please email CMSLicensing@winnipeg.ca. You will need to provide the following information:

- Short-term accommodation licence number (STRA-YYYY-0000000)
- Address of the short-term rental
- Name of the short-term rental operator

If you are moving and would like to rent your new primary residence, submit a new application for your new address.

Note: you are required to remit any accommodation tax from your guest bookings until your licence is cancelled.



Limitations on Rentals

- You may rent for a maximum of 29 consecutive nights per booking.
- You may rent to a maximum of two adults per bedroom (no limit on the number of minors).

- For primary residences only:
 - When the operator is in residence, the number of bedrooms that may be rented out is one fewer than the total number of bedrooms in the residence. There is no limit on the number of nights per year that the property may be rented when the operator is in residence.
 - When the operator is not in residence, the entire property may be rented. The property may be rented out for a maximum of 150 nights per year when the operator is not in residence.

Recordkeeping Requirements

Short-term rental operators must maintain record of the following information for a minimum period of three years, and must provide records to the City upon request:

- The total number of nights the short-term rental was rented out per year
- The type of rental offered per booking — either the entire property or the number of bedrooms rented
- The names of all customers who provided payments for each booking
- The nightly price charged and the total price charged for each booking

Fire Prevention Requirements

- All operators must ensure their short-term rental complies with fire protection requirements applicable to rented residential buildings, as per the [Fire Prevention By-law](#).
- Smoke detectors must be installed and functional, and must follow the requirements set out in the Fire Prevention By-law.
- Carbon monoxide detectors must be installed in the main area of the short-term rental and must be functional.
- Fire extinguishers must be provided in the main area of the short-term rental and must be functional.



- The operator must comply with the Fire Prevention By-law during any onsite inspection, which may include demonstrating that smoke detectors and carbon monoxide detectors are functional.
- Test all smoke detectors and carbon monoxide detectors after every short-term rental. Keep a log of your smoke detector testing. A sample smoke detector log can be found on page 28 of the Fire Prevention By-law.
- Replace smoke detectors and carbon monoxide detectors every 10 years, at minimum.
- Renters must be provided with an emergency exit plan that is posted inside the short-term rental.
- If a fire pit or portable BBQ are provided, the operator must ensure that these amenities are operated safely and responsibly by renters at all times. Pamphlets provided by the City of Winnipeg regarding safe usage of [fire pits](#) and [portable BBQs](#) should be provided to renters.

Other Requirements

- Post your licence number on any online or physical advertisements publicizing the short-term rental.
- Take bookings only through a licensed platform. The licence number must be on the listings within the platform. Booking privately or through any other advertising medium is prohibited.
- Provide guests with an emergency contact number and be available 24/7 to respond during the rental period. Post the phone number and the licence number in a visible location near the door on the exterior of the short-term rental.

- Ensure that provided [human trafficking information](#) is posted in your short-term rental.
- Ensure that your guests do not create excessive noise.

Inspections

- You must allow access to any City enforcement official to conduct an inspection upon reasonable notice at any reasonable time.
- Inspections take place on weekdays, evenings, and weekends.

Accommodation Tax

All short-term rental operators are required to charge and collect a 6% accommodation tax on all bookings.

It is the short-term rental operator's responsibility to ensure that the correct amount of accommodation tax is paid to the City. The City may revoke your short-term rental licence or deny your licence renewal if you fail to report and pay the accommodation tax.

The payment is due on a quarterly basis, within 20 days of the end of the quarter, according to the following schedule:

Reporting Period	Due Date
January 1 to March 31	April 20
April 1 to June 30	July 20
July 1 to September 30	October 20
October 1 to December 31	January 20

Filling out your quarterly accommodation report:

Submit your quarterly accommodation tax report online at winnipeg.ca/shorttermrentals

Have the following information ready:

- Government-issued identification used during short-term rental licence application (driver's licence or photo ID card issued by province or territory in Canada). For first-time reporting only.
- Short-term rental licence number (STRA-YYYY-0000000)
- Property roll number for property taxes. Find your roll number by viewing the [Property Assessment Details](#).
- Total taxable revenue collected during the reporting period, separated by month and by platform

Make note of the total accommodation tax that is due. Pay using one of the options below. Vrbo collects and remits accommodation tax directly to the City of Winnipeg. You should still include Vrbo revenue in your report, but it will not be used in the calculation of accommodation tax owing for the period.

Paying for your accommodation tax:

Payments should be made a few days in advance of the due date to ensure payment reaches the City prior to the due date. Credit cards are not accepted for payment.

Pay in person

Pay by cash, debit, or cheque at:
Main Floor – 395 Main Street
Winnipeg, MB R3B 3N8

If paying by cheque, please include the last seven digits of your short-term rental licence number on the cheque. Make cheque payable to the City of Winnipeg.

Pay by mail

Pay by cheque:
Licensing & Bylaw Enforcement
Main Floor – 395 Main Street
Winnipeg, MB R3B 3N8

Please include the last seven digits of your short-term rental licence number on the cheque. Make cheque payable to the City of Winnipeg.

Pay online

Register for bill payments at most banks with the last seven digits of your short-term rental licence number.

Payee account name:

Winnipeg, City of - STRA Accom Tax

Contact Information

If you have questions related to your short-term rental, please contact Licensing & Bylaw Enforcement:

CMSLicensing@winnipeg.ca

204-986-2234

Other contacts:

In the event of an emergency, please dial **9-1-1**

Winnipeg Police Service Non-Emergency:

204-986-6222

City of Winnipeg General Inquiries:

311 / 1-877-311-4974

Health Links - Info Santé:

204-788-8200 / 1-888-315-9257

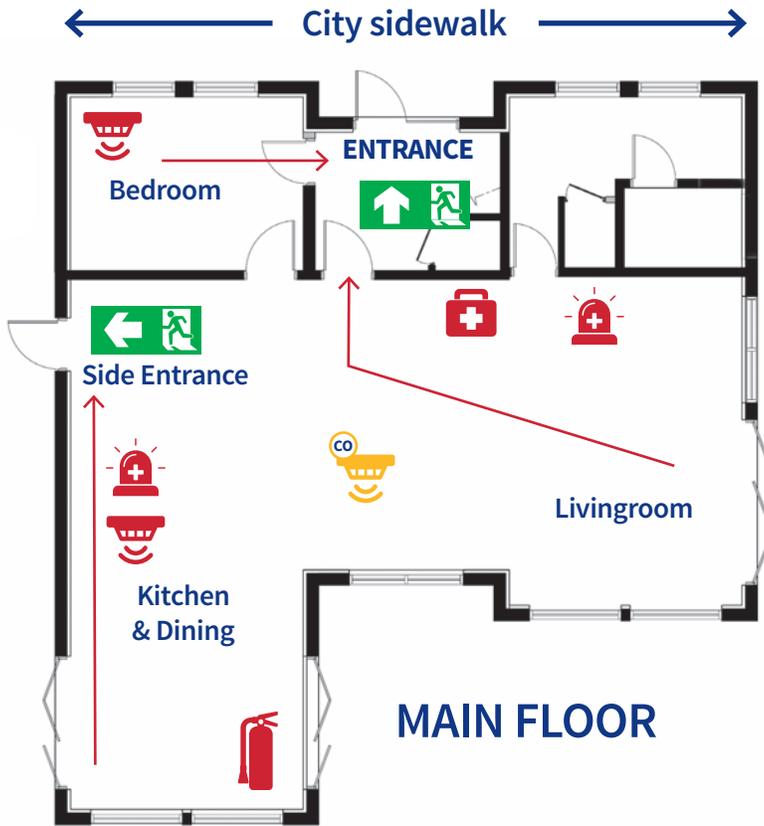
Additional Tips for Operators

- Screen your guests carefully.
- Whenever possible, oversee check-in and check-out of guests in person. If you offer self-check-in, ensure that your guests are provided with clear instructions.
- Familiarize your guests with all City of Winnipeg rules and regulations, as well as any house rules you may have.
- Provide your guests with information and rules regarding parking, garbage and recycling, fire pits and BBQs, pets, and smoking.
- You may wish to discuss your home insurance coverage with your insurance provider.

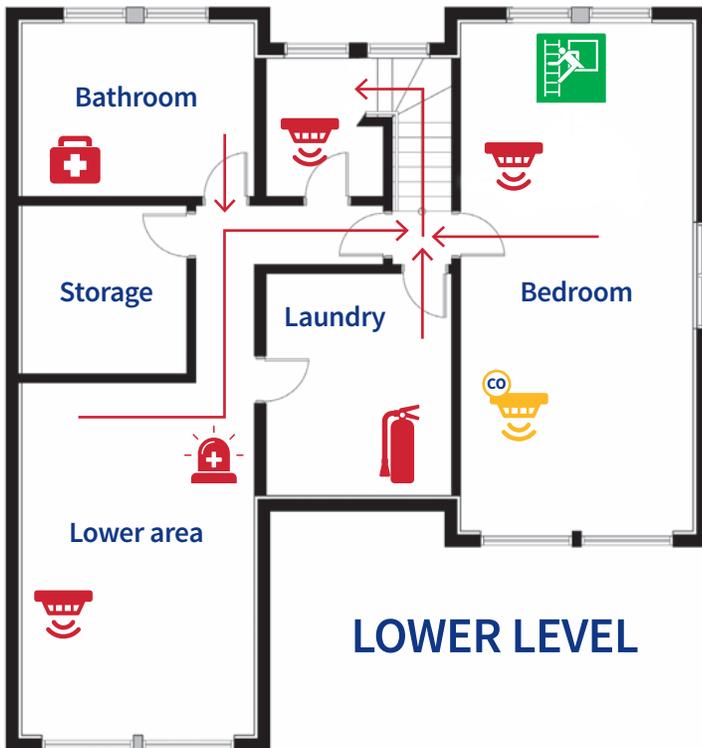
Operator Penalties and Offences

Offence	Penalty (\$)
Operator fails to licence a short-term rental	1000
Operator fails to inform the City within 10 days of changes to their application information	500
Operator of a primary residence rents the short-term rental for more than 150 nights in a year, without the operator being in residence	1000
Operator fails to post their name and licence number near the door on the exterior of the short-term rental with a telephone number monitored by the operator or their agent 24 hours per day, and the operator is not in residence	500
Operator rents the short-term rental for a continuous period of 30 days or more	500
Operator rents the short-term rental or a bedroom within the short-term rental to more than one renter for the same period of time	1000
Operator fails to post an emergency exit plan within a short-term rental	1000
Operator fails to cease operations on expiry, suspension, or revocation of licence	1000
Operator fails to maintain the last three years of records on an ongoing basis	500
Operator fails to maintain fire safety equipment	1000
Operator fails to install carbon monoxide detectors and fire extinguishers	1000
Operator lists short-term rental outside of licensed platform	1000
Operator advertises a short-term rental without a licence number	1000

Safety Plan Example



← City sidewalk →



LEGEND



Exit



Escape Ladder



Smoke Detector



Carbon Monoxide (CO) Detector



Fire Extinguisher



First Aid Kit



Strobe Light