

**HALIFAX**

**R-400 By-Law**  
**Rental Property Registry**

**Dave Brettell**  
**Supervisor, Building Standards**

# R-400 Overview

- The By-Law came into affect in June 2023.
- All properties located within HRM for which rent is charged must be registered.
- There is no registration fee.
- Registration deadline is April 1<sup>st</sup>, 2024.
  - All rental properties should be registered by this date.
  - HRM has the option to fine owners who have not registered after this time.



# R-400 Overview

- The aim of the Registry is to:
  - Build a clearer picture of rental market within HRM.
  - Ensure all rental properties meet the M-200 requirements.
- Not related to the Province's Short-Term Rental registry.

# What Should Be Registered?

- Only rental properties located within HRM.
- Properties for which rent is charged:
  - Houses, Apartments, Condos, Mobile Homes, etc.
- Properties that contain units or suites for which rent is charged:
  - Basement Apartments, Back Yard Suites, Bedrooms, Rooming Houses etc.
- Both Short-Term and Long-Term rentals.
- Homes for Special Care and Non-Residential properties are exempt.

# What is a Rental Property?

- The R-400 By-Law defines a Rental Property as:

*A residential property, or a portion of a residential property, occupied by someone other than the Owner, for which an occupant pays rent to the Owner and includes a short-term rental.*

- The Owner includes the owner of the property and:

*(i) a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building,*

*(ii) in the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or person having the care or control of the land or building, and*

*(iii) in the absence of proof to the contrary, the person assessed for the property.*

# What Information do we Collect?

- Property owner and alternate contact information:
  - Owner and Building Super, Property Manager info if applicable.
- Property information:
  - Address
  - Type of Property and Type of Rental.
  - # of units and # of floors in the building, # of units being rented.
  - Details of any shared services or amenities.
  - Fire protection and fuel fired appliance info.
  - Confirmation that insurance is in place \*.
  - Confirmation that a maintenance plan is in place \*.

*\*We **may** request copies of these documents.*

# How Do I Register?

- There are 3 different ways of registering rental properties.
  - Up to 5 buildings located on the same lot can be registered using the on-line application form [Rental Registry | Halifax](#)
  - We can supply the owner with a spreadsheet that allows more than 5 buildings on a lot to be registered.
  - We can supply the owner with a spreadsheet that allows them to register multiple buildings on multiple lots.
- The Registrar is available to provide help and assistance with registrations.

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### Rental Registry

Required fields are marked with an asterisk (\*)

#### Application to Register a Rental Property

Halifax Regional Municipality (HRM) is committed to protecting your personal information in accordance with Section 40 of the Municipal Government Act (MGA), the personal information collected will only be used by municipal staff and, if necessary, individuals under service contract with the Halifax Regional Municipality for purposes relating to the online Rental Registry. If you have any questions about the collection and use of this personal information, please contact Access and Privacy.

Use this form to register up to 5 buildings that contain rental units on the same property. If you have more than 5 buildings on your property that contain rental units, check the box below and the Registrar will contact you.

## HALIFAX R-400 Rental Registry Multiple Property Owner Registration Form

Use this form to register multiple rental properties located at multiple civic addresses. You may register all properties with a single submission to the Rental Registry Administrator. Once completed the form should be submitted via e-Mail to R400Registry@halifax.ca

### Property Owner Information Help!

Use the space below to provide details of the private individual, company or organization that owns all of the rental properties that are listed on this form.

Owner / Company Name	[Redacted]
Address Line 1	[Redacted]
Address Line 2	[Redacted]
City/Town	[Redacted]
Province	Nova Scotia
Postal Code	[Redacted]
Country	Canada
e-Mail Address	[Redacted]
Phone Number	[Redacted]

### Rental Property Information Help!

Use the space below to add new sheets that contain details of each of the individual rental properties. Each property record should reflect an individual lot. Create a property record for each lot containing rentals.

Current Property Records:	1	Add Property
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**Important!**  
Please do not edit or alter the format of this form as this will affect the automated registration process.  
Only data entered in the fields outlined below will be imported. Data entered in any other fields will not be processed.

HRM 2014-05-04 Form 3013

# What Happens when I Apply?

- The application is loaded into the Rental Registry and the Registrar verifies the information that was submitted.
  - Checked against HRM's property database etc.
  - Registrar will contact applicant if needed.
- Once verified the registration is issued - PYYYYXXXXX-NN:
  - YYYY is the year the property registration was made.
  - XXXXX is the sequence number unique to the address.
  - NN is the number of rental properties at the address.
- The registration number is sent via e:mail to the property owner and alternate contacts.

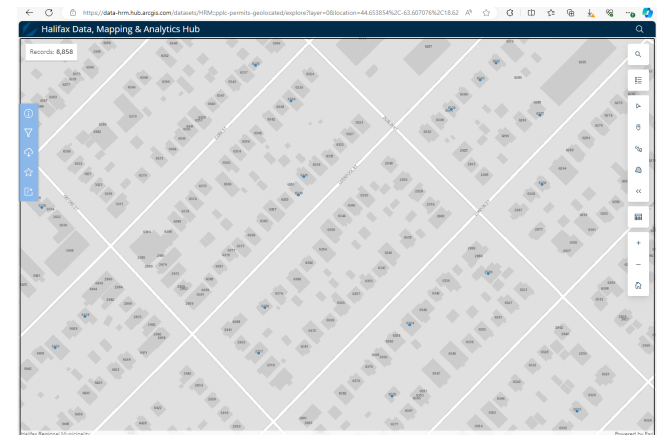
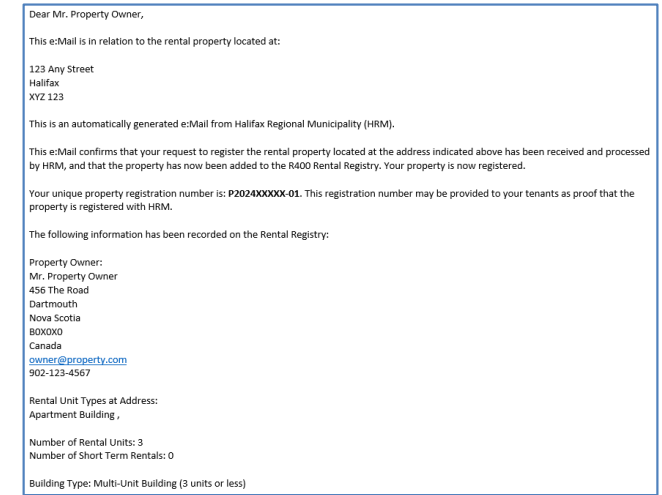


# What Happens After I Register?

- Properties are subject to regular, pro-active M-200 inspections.
  - Frequency of inspections is determined by the type of rental property.
  - Inspections are tracked in HRM's permitting system.
- Inspections will be targeted:
  - Data in the registry is analyzed to target inspections on specific properties / property types.
  - M-200 compliance is confirmed.
  - Insurance & Maintenance plan are verified.
- Any issues will be addressed via the established M-200 compliance process.

# What are the Benefits of Registering?

- Registration number indicates that property is subject to regular M-200 inspections.
- Inspections are pro-active, not complaint driven and should help reduce M-200 complaints.
- Eventually, registered rental properties will be shown in Open Data.
- **IMPORTANT**
- Registration does not confirm the legal use of the property.



# The Inspection Process

- Inspection is created on HRM's permitting system and is scheduled with property owner.
- If an issue is found a Notice of Violation or Order to Comply is issued to Owner.
- Owner compliance is the preferred option.
- Remedy process is a last resort.



# Notice of Violation and Order

**HALIFAX**

**ORDER TO REMEDY  
RESIDENTIAL OCCUPANCY CONDITIONS**

**IN THE MATTER OF:** Halifax Regional Municipality Bylaw M-200 Respecting Standards for Residential Occupancies, made pursuant to Section 188 and Section 199 of the Halifax Regional Charter Chapter 39 of The Acts of 2008

**IN THE MATTER OF:** Property located at 123 Any Street, Bigtown, Nova Scotia, B7D 3G7  
Case # CF-2023-123456, hereinafter referred to as the "Property"  
Pid # 00000001  
AA # 10000000

**TO:** DAVE BRETTELL, 57 ACACIA AVE, SMALLTOWN, NOVA SCOTIA, B2H 5T9

**WHEREAS** you are the owner of the Property;

**AND WHEREAS** the Property does not comply with minimum standards prescribed by HRM Bylaw M-200 Respecting Residential Occupancies in that deficiencies were found;

**TAKE NOTICE** that you are hereby required to remedy the condition of the Property as specified in Attachment A of this Order;

**TAKE FURTHER NOTICE** that the Property will be re-inspected on or after November 04, 2018 to confirm completion of the work specified in this Order;

**AND FURTHER TAKE NOTICE** that you have the right to appeal this Order to the Halifax Regional Municipality's Appeals Standing Committee by filing a Notice of Appeal with the Municipal Clerk at City Hall, PO Box 1749, Halifax, NS, B3J 3A5 within four (4) days after the order is deemed to be served upon the owner;

**AND FURTHER TAKE NOTICE** that in the event of your failure to comply with the requirements of this Order within the time specified, any person authorized by the Regional Municipality (the "Municipality") may enter the Property or other legal process and carry out the work specified in this Order may be recovered as a debt due to the Municipality.

**AND FURTHER TAKE NOTICE** that the amount payable by you to the Municipality and the Municipality's costs shall be collected in the same manner and with the same effect as if the same were a tax under the provisions of the Act, RSNS 1989, c.23.

\* The requirement to comply with this Order under the same compliance with the requirements of other Acts of the Province of Nova Scotia.

\* Without limiting the generality of the previous clause, the Property is in compliance with the applicable Land Use Bylaw and the Property Owner's requirement to ensure the Property complies with the requirements of other Acts of the Province of Nova Scotia.

**DATED** at Halifax, Nova Scotia  
this 4th day of October, AD 2018.

**HALIFAX**

**ORDER TO REMEDY  
RESIDENTIAL OCCUPANCY CONDITIONS**

**Attachment A  
Case # 318940, 04-Oct-2018**

Remedy required by Bylaw M-200 Respecting Standards for Residential Occupancies made pursuant to Section 188 and Section 199 of the Halifax Regional Charter Chapter 39 of the Acts of 1998

Property located at 123 Any Street, Bigtown, Nova Scotia, B7D 3G7  
Pid # 00000001  
AA # 10000000

**TO:** DAVE BRETTELL, 57 ACACIA AVE, SMALLTOWN, NOVA SCOTIA, B2H 5T9

Case # CF-2023-123456

- Toilet to be repaired or replaced to ensure it remains in good working order.
- Electrical receptacles throughout unit are to be repaired/replaced so as not to cause fire or electrical shock hazards.
- Every wall, partition, ceiling and floor in the unit shall be repaired/replaced so as to provide a continuous surface free of holes, cracks, loose coverings, loose warped or broken boards, or other defects.
- Bathroom fixtures to be of such materials, construction, and design that will ensure a surface that is hard, smooth, and impervious to water, that does not harbour germs or impede thorough cleansing.
- Entrance door to be made to be reasonably draft free.
- Mechanical ventilation to be provided to ensure basement unit is free from dampness.
- Bathroom exhaust fan to be repaired/replaced to ensure good working order.

Where an Order to Comply has been served upon an owner, and the owner provides the Inspector with a schedule outlining specific time frames within which the work specified in the Order to Comply will be completed, the Inspector may accept or amend the schedule at which time the schedule will become a part of the Order to Comply.

**DATED** at Halifax, Nova Scotia  
this 4th day of October, AD 2018.

John Doe  
Assistant Building Official  
Phone: (902)123-4567  
Email: Doej@halifax.ca

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- NoV is issued first and is a 'heads-up' to the Building Owner.
- Order is the first step in the enforcement process.
- NoV is ordinarily issued 1st, but the inspector may elect to go straight to an Order.
- NoV & Order list the violations, remedial action required, and a timeframe for re-inspection.
- Timeframe for re-inspection depends on severity of issue and Owner compliance.



# Order to Comply and Appeals

- Appeal of an Order to Comply.
- Appeals Committee and Actions:
  - Deny the Appeal
  - Allow the Appeal
  - Modify the Order to Comply
- There is no Appeal Process for a Notice of Violation.



# Penalties & Remedy Process

- It is the Building Owner who is responsible to comply with the Order
- Changes to responsibilities are in the works
- Legal Referral and Penalties
  - Each violation is a separate offence
  - \$150-\$10,000 or 2 months imprisonment
- Remedy Process
- Any work must meet code
- Cost of the work is a Lien



# Summary.

- R-400 By-Law requires all properties for which rent is paid to be registered with HRM.
- Registration is free and can be done on-line or by a spreadsheet for bulk submissions.
- Properties must be insured, and a maintenance plan must be in place.
- Registration deadline is April 1<sup>st</sup>, 2024.
- Properties will be subject to regular inspections to ensure M-200 compliance.
- Registration does not confirm a legal use.



# Any Questions?

