

Property Standards

Phone: 613-546-4291 ext. 3189

Fax: 613-542-1332

Email: property@cityofkingston.ca



Property Standards & General By-Law Email Notification Program

The Email Notification Program (ENP) is designed to provide property owners with notification of issues at their property/properties in a timelier manner than through regular channels.

This program is a courtesy and failure to provide a notice via the ENP does not negate compliance timelines or any fees/charges associated with failure to comply. During peak periods, such as student move out and move in, the program may not be available and property owners must ensure that their properties are monitored during these times.

This program is not a property management program and you will be removed if it appears that maintenance is only completed when contacted by our office.

While enrolled in the ENP you may receive emails relating to yards orders, property standard complaints and/or violations, streetscape inspections, by-law violations, and other information bulletins relating to property standards and by-law operations.

It is the responsibility of the property owner and/or authorized agent to notify our office, in writing, of any changes in ownership or changes in contact information.

If you receive a notification via the ENP, please ensure that you contact our office with any questions or concerns.

To enroll in the ENP, please complete the reverse side of this form and return it via one of the following methods:

- Email: property@cityofkingston.ca
- Mail: City of Kingston, Property Standards, 216 Ontario St, Kingston ON K7L 2Z3
- Fax: 613-542-1332, Attn: Property Standards Clerk

**Community Services Group
Planning, Building & Licensing Department
Licensing & Enforcement Division**

Mailing Address: City of Kingston, Property Standards, 216 Ontario Street, Kingston ON K7L 2Z3

Office Location: 1211 John Counter Boulevard, Kingston ON K7L 4X7

www.cityofkingston.ca/propertystandards

Email Notification Application Form

This form **must** be completed by the registered property owner. If this form is submitted by anyone other than the property owner, it must be accompanied by a letter of authorization signed by the property owner.

Owner Name: _____

Agent Name (if applicable): _____

Management Company (if applicable): _____

Email Address to be notified: _____

Primary Phone #: _____ Secondary Phone #: _____

Your phone number may be used to contact you about City Business relating to your property.

Please indicate all properties to be added to the Email Notification Program:

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Please attach a list for additional properties.

By submitting this application, you are agreeing that you understand the purpose, scope and limitations of this program.

Owner Signature

Date

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