



Home-Based Business – Resident Acknowledgement and Declaration Form

Resident Name: _____ **Date:** _____

Address: _____

Description of Proposed Home-Based Business:

This form serves as a formal acknowledgment and waiver for the operation of a legal home-based business at a CH-managed property.

1. Approval Requirement

I acknowledge that I must obtain prior written approval from Calgary Housing (“CH”) before operating any home-based business from my unit. Approval is discretionary and may be granted, withheld, or revoked by CH at any time. I acknowledge that no resident is permitted to commence or continue home-based business activities without CH’s explicit written authorization.

2. Resident Responsibilities

By signing this form, I understand and agree that:

- I will comply with, obtain and maintain all applicable municipal, provincial, and federal requirements related to operating a home-based business
- I will provide CH and/or its representatives with proof of all required licenses, permits, and documents when requested.
- I will report all income changes to CH as required. I acknowledge that any income earned from my home-based business may affect my eligibility or rent calculation under certain housing programs.

3. Operational Requirements

By signing this form, I understand and agree that:

- My home-based business will not interfere with the privacy, safety, security, or quiet enjoyment of other CH residents.
- CH may, under the Residential Tenancies Act and CH lease agreement, require me to modify or cease business operations if they negatively affect the residential community or pose a safety or nuisance concern.
- I will obtain business insurance if my home-based business is identified (by City of Calgary) as Class 2, and/or are determined (by CH, in consultation with legal advisors) to increase risk to assets or life, and name “Calgary Housing” as additionally insured.



- I am fully responsible for the actions and behaviours of all individuals invited to the property for business or leisure purposes, as required under my lease.
- Any personnel attending my unit for business purposes are not permitted to use CH visitor parking, which is reserved for residential visitors only.
- I will not modify or alter my unit, common areas, or property in any way to enable business activities, in accordance with my CH lease agreement.

4. Personal Liability

By signing this form, I accept full responsibility and risk for any consequences, complaints, or claims resulting from the illegal or improper conduct of business operations out of a CH home, including but not limited to business activities that, in CH's opinion, (a) pose a safety, fire, or security risk, (b) interfere with the rights, privacy, or quiet enjoyment of other residents, (c) contravene the Residential Tenancies Act or any applicable bylaw, or (d) create excessive traffic, noise, or disturbances.

I acknowledge that a failure to obtain approval, failure to comply with any approval conditions, or continuation of business activities after approval has been denied or revoked constitutes a breach of the lease and may result in enforcement actions permitted under the Residential Tenancies Act, including a lease violation notice or other remedies available to CH as landlord.

5. No Liability on CH

By signing this form, I acknowledge that Calgary Housing, assumes no responsibility or liability for any losses, damages, injuries, claims, or expenses arising from or related to the resident's home-based business activities. This includes, without limitation:

- loss or damage to personal property, CH property, equipment, or inventory;
- financial loss or reduced income;
- injury to clients, customers, invitees, or any other persons attending the unit for business purposes;
- any claims, actions, fines, penalties, or orders issued by municipal, provincial, or federal authorities related to the resident's business;
- breaches of bylaws, licensing requirements, zoning regulations, or safety codes;
- any impacts on other residents or members of the public caused directly or indirectly by the business.

I acknowledge that CH does not provide insurance coverage, legal guidance, regulatory oversight, or professional advice regarding the operation of any business. I agree to indemnify and hold harmless CH, its employees, agents, and representatives from any liability, claims, damages, or costs that arise from my business operations or from the actions of any person invited to the property for business purposes.



6. Resident Declaration

I hereby declare that the information provided in this form is true, accurate, and complete. I acknowledge that I have read, understood, and agree to comply with all requirements outlined in this Acknowledgement and Declaration and with all relevant CH policies, my lease agreement, and applicable legislation. I agree to notify CH immediately if any aspect of my home-based business changes.

Resident Signature: _____ **Date:** _____

CH Representative (print name): _____ **Date:** _____

Calgary Housing is collecting your personal information pursuant to section 4(c) of the Protection of Privacy Act "POPA" to process your application for your interest in operating a home-based business. Your information may be used in an automated system to generate content to make decisions, recommendations, or predictions. If you have any questions about this collection, use or disclosure of your personal information, please contact our Access and Privacy Coordinator at chprivacyprogram@calgary.ca, or by telephone at: 368-886-3165.