

## **HOUSING RENTAL LICENSE HOW TO COMPLETE THIS FORM**

Most of the questions on the application are self explanatory. The questions that need explanation are discussed below. The numbers match the numbered questions on the application.

- 1. Address of Property** - Fill in the full address of the property in which licensed activity will take place.
- 2. Name of Owner/Operator** - Full name must be used. Operator of boarding homes, shelters, personal care homes, old age homes, etc., is responsible for getting this license.
- 4. Philadelphia Business Income and Receipts Account Number** - This is a number assigned by the Philadelphia Revenue Department to identify tax accounts. One tax account number is used for all of your City licenses, if under the same Business entity name and tax account number. If you do not have a tax account number, please go to [www.phila.gov/revenue](http://www.phila.gov/revenue) and fill out an application for a Philadelphia Business Tax Account Number. Any tax accounts previously opened for you which are unsettled or delinquent will cause a delay and may preclude the issuance of new licenses.
- 5. Philadelphia Commercial Activity License (3702)** - Required for every person desiring to engage in business within the City of Philadelphia whether or not such person maintains a place of business in the City. This is a free, lifetime license and can be used for all your business ventures if using the same entity name and tax account number. Fill in the license number if you already have one. If you do not already have this license, you can apply by filling out form 81-685A, which can be downloaded from the web [www.phila.gov/li](http://www.phila.gov/li).

a) A Commercial Activity License is not required for a Vacant Building/ Lot License.

**No license shall be issued or renewed if the entity is delinquent in the filing or payment of City taxes.**

- 6. Federal Tax Identification Number** - Fill in your federal tax number. For individuals, it is the same as your Social Security Number. For other taxable or tax exempt entities, it is the number assigned by the IRS for reporting purposes. If a business does not have a number yet, fill in the Social Security Number of the owner, president, or chief partner. You can supply the business's federal tax number when it is assigned. No applications will be accepted without a Federal Tax ID Number.
- 8. Name of Agent** - If the owner/ operator resides outside of Philadelphia, an agent who resides within the city limits must be designated by the owner/ operator. The agent will be responsible to forward notices, orders, or summonses to the owner. Agent qualifications:
  - a) Agent must be a person over the age of eighteen (18) who lives in Philadelphia or is regularly available at a Philadelphia address.
  - b) If the agent's address is a business address, a Commercial Activity License must be registered there.
  - c) There is no requirement that the agent be empowered to do more than forward notices, orders, or summonses to the owner, though further powers may be granted. Compensation to the agent also is not an issue regardless of the limits of their responsibilities.

- d) An agent terminating their services must give notice to L & I, License Issuance Unit, and include in the notice the owner's name and address, the address of the property, and the license number. The owner is required to designate a new agent within thirty (30) days. The owner can designate a new agent at any time by filling out an amended application with the signature of the new agent. There is no additional charge for a change of agent.
- e) If the owner conforms to all the above standards, the owner can also act as the agent. This include a principal of a corporation or partnership. An owner who does not live in Philadelphia and is not regularly available at a Philadelphia address is not permitted to act as an agent.
- f) If the rental property was purchased within the last six months, you must provide a settlement sheet or recorded deed.

**14. License Type** - Place an "x" in the box in front of the name of each license applied for. The License Number will be completed by License Issuance.

**15. Fee Exemptions** - are available for owner occupied duplexes. For the owner to qualify for this exemption, the owner's name must be the same on the title deed, the license application, and some independent verification which indicates that this is the owner's legal address (driver's license, voter registration, current utility bill, etc.).

**License Fee Calculation** - To determine the correct fee:

- a) List the total number of rental units, regardless of current occupancy available for rent. Multiply by fifty (50) to give the correct dollar amount. License fees are \$50 per unit with a maximum fee of \$20,000.00.
- b) If applying for a Vacant Property/ Lot License the fee is \$150.00.
- c) Total all license fees due on this line.

**16. Owner, Corporation, and Partnership** - Complete with the name, title, and home address of the owner, principals, or partners. Corporate applicants must identify the president, secretary, and treasurer. If one individual serves as multiple or sole officer, this must be stated. The home address cannot be a P.O. Box unless the individual lives in a rural area.

**NOTE:** Confirmation of legal occupancy may be required from the Permit Services Division of Licenses & Inspections.

All buildings and other structures in the City of Philadelphia must be in compliance with current Zoning laws and the Building Construction and Occupancy Code.

Certain alterations to an existing structure may affect its zoning. If you are converting or have converted your building (for example- from a single family to a multifamily dwelling), you will be required to obtain a new Zoning and Building permits.

For more information on permitting go to [www.phila.gov/li](http://www.phila.gov/li).



**HOUSING RENTAL  
LICENSE APPLICATION**

*For further information call 311 or 215-686-8686*

DEPARTMENT OF LICENSES AND INSPECTIONS  
LICENSE ISSUANCE UNIT  
PUBLIC SERVICE CONCOURSE  
1401 John F. Kennedy Boulevard  
Philadelphia, PA 19102

Use a single check or money order for all fees payable to "City of Philadelphia".

1. Address of Property			City	State	Zip Code
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2. Name of Owner / Operator	3. Owner / Operator's Address (P.O. Box not acceptable)	City	State	Zip Code
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4. Philadelphia Business Tax #	5. Philadelphia Commercial Activity License #	6. Federal Tax ID # / Social Security #	7. Date Activity Started at Property
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8. Name of Agent (if applicable)	9. Agent's Address (must be a Philadelphia street address)	City	State	Zip Code
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10. Contact (person responsible for receiving communication, violation notices, etc.)

AGENT                       OWNER / OPERATOR

11. Contact Daytime Telephone No.	Contact Evening No.	12. Contact Fax No.	13. Contact E-mail Address
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14. License Type	Fee	Revenue Code
<input type="checkbox"/> Housing Rental License	\$50.00 per unit	3202
<input type="checkbox"/> Vacant Property / Lot License	\$150.00 per unit	3219

***If the number of units change in a licensed property or the owner, agent, or address information changes at any time, a new application must be submitted within 30 days. Failure to do so will result in the revocation of the license.***

15. License Fee Calculation

a) Total Rental Units\* \_\_\_\_\_ x \$50.00 = \_\_\_\_\_  
 (maximum fee: \$20,000.00)

b) Vacant Property / Lot \_\_\_\_\_ = \_\_\_\_\_

c) Total License Fee \_\_\_\_\_ = \_\_\_\_\_

\*Owner occupied duplex is considered one (1) rental unit for the purpose of calculations. Check here if claiming exemption.

**PLEASE BE SURE TO READ AND COMPLETE THE OTHER SIDE OF THE APPLICATION**

16. Owner, Corporation and Partnership (list three principals if corporation). Attach additional sheet with information if necessary.

NAME	TITLE	HOME ADDRESS (include city, state, and zip code-no P.O. Boxes)

17. Lead Paint Obligations

Yes  No Was the property constructed prior to 1978?

Yes  No Is any unit of this property now occupied by a child aged 6 or under? Answer YES if you are aware that any unit of this property will be occupied by a child aged 6 or under during the next 12 months.

Yes  No If you have answered YES to the previous two questions, you must comply with the disclosure requirements set forth in the Philadelphia Code Section 6-803. Do you certify that you have complied with these requirements, including submitting a certification of lead-safe or lead-free condition to the lessee(s) and the Philadelphia Department of Public Health?

Yes  No If you have answered YES to Question 1. and NO to Question 2, do you certify you will comply with the requirements as set forth in the Philadelphia Code Section 6-803 if your property becomes occupied by a child aged 6 or under during the next 12 months?

I certify, under the strict penalty of the law, that the lessor is current in the payment of any City or School District of Philadelphia taxes and understand that no license may be issued or renewed if tax accounts are delinquent.

I have reviewed the Partners in Housing booklet, available at [www.phila.gov/li](http://www.phila.gov/li), and will share it with the building manager.

I certify that the agent named below has been designated to act as my legal representative with regard to the property listed in Section 1 of this application.

*I further certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements herein I am subject to the possible revocation of any licenses issued as a result of my false application, and such other penalties as may be prescribed by law.*

Owner's / Operator's Signature \_\_\_\_\_ Date \_\_\_\_\_

18. Agent Certification

*I certify that I am the legal agent of the owner(s) in relation to the property listed in Section 1 of this application and that I am empowered to accept service of notices, orders, summonses, etc., in relation to the subject property.*

Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY

19. Prerequisite Confirmation of Legal Occupancy (Department of L+I Permit Services)

Remarks:

- APPROVED  
 REFUSED

REVIEWED BY	ZONING or CO PERMIT NUMBER
DATE	AUDIT