

**CITY OF PHILADELPHIA
DEPARTMENT OF LICENSES AND INSPECTIONS**

AFFIDAVIT OF NON-RENTAL

_____ **Being duly sworn, says as follow:**

1. That I am the owner of certain property located at:
_____, Philadelphia, PA.
2. That I have owned the property since _____.
3. That I am aware of the City of Philadelphia Code provision which requires any person who offers for rent a one-family dwelling, two-family dwelling, or rooming unit therein to obtain a housing inspection license from the Department of Licenses and Inspections. Section PM-102.1 of the Philadelphia Property Maintenance Code.
4. That the property located at _____, Philadelphia, PA, or any rooming unit inside this property, is NOT being used a rental property and will NOT be used as a rental property in the immediate future.
5. That I do not collect rent, payments for mortgage, or taxes for the property listed above from the occupants of the property.
6. That this property is occupied by

7. That I will comply with the requirements of Section PM-102.1 of the Philadelphia Property Maintenance Code upon an entry of an oral or written lease for tenancy of the above captioned premises.
8. That the failure to comply is in violation of Section PM-102.1 of the Philadelphia Property Maintenance Code.

IN WITNESS WHEREOF, under the penalties of perjury, I hereby affix my signature this _____ day of _____, 20__.

AFFIANT

STREET ADDRESS

CITY, STATE, ZIP

PHONE NUMBER

CITY OF PHILADELPHIA
DEPARTMENT OF LICENSES AND INSPECTIONS

AFFIDAVIT OF NON-RENTAL INFORMATION

If you are the owner of a property in Philadelphia which is currently being occupied by relatives or others but you are not collecting rent or other monetary compensation you may submit an affidavit of non-rental.

The affidavit of non-rental is a sworn affidavit meaning that any statements made within are subject to the penalties of perjury. It must be notarized before it will be accepted by the Department of Licenses and Inspections.

Section PM-102 of the Philadelphia Code requires that any person offering for rent a one-family dwelling, two family dwelling or a rooming unit therein must obtain a business privilege license and a housing inspection license from the Department of Licenses and Inspections. You are not entitled to collect rent without a housing inspection license.

Any person found to be in violation of any section of the rental license requirement is subject to a fine of not less than one-hundred and fifty dollars (\$150) and not more than three-hundred dollars (\$300) per day for as long as the violation(s) continues.

Please be aware that, no complaint for eviction may be filed without producing documentation of a commercial activity or business privilege license and a housing inspection license.

Once you have filed an affidavit of non-rental you must contact the Department within **five (5) days** to notify them of any changes in contact information, occupancy, and/or monetary arrangement and obtain the proper license(s) if necessary.

If you have filed an affidavit of non-rental and receive a Notice of Violation from the Department stating that you need to obtain a housing inspection license read the notice carefully and follow the instructions contained therein.

If you have questions regarding the legal implications of filing an affidavit of non-rental with regard to any property rights or potential penalties please consult with an attorney.