Rental License Renewal
Rental License Intro

Who needs a rental license?
Rental License

Who needs a rental license?

- The owner of any dwelling unit, multiple family dwelling, rooming house, dormitory, hotel, one-family dwelling, two-family dwelling, or rooming unit let for occupancy must obtain a rental license. No person shall collect rent with respect to any property that is required to be licensed a valid rental license has been issued for the property.

- The Rental License is effective the day it is issued and is valid for one year. It must be renewed annually.
Rental License

Rental License Fees

- **$56 per dwelling unit.** There is no fee for owner-occupied dwelling units.

- **Renewal late fee:** If you renew your license more than 60 days after the due date, you will be charged 1.5% of the license fee for each month since the license expired. Interest and penalties are currently being waived, but will be turned on later this year.)
License Requirements

What do I need to renew?
First Time Requirements

- **Activity License**
  - A [Commercial Activity License](#) (CAL) is required if the property is not owner-occupied, or the property is more than 4 units. This license links all of your businesses and the legal entity you registered for your [Business Income and Receipts Tax](#) (BIRT).
  - A (2-4 Unit Owner-Occupied) [Activity License Number](#) is required if the property is owner-occupied and has 4 units or less.

- **Legal Use/Zoning**
  - For two or more dwelling units, you must have a [Zoning Permit](#). For three or more units, you must also have a [Certificate of Occupancy](#), but only if the Zoning Permit was issued after 1999.
Renewal Requirements

- Tax Compliance
  - All license holders are required to file returns and make payment of any monies due as a result of taxes imposed by the City or School District of Philadelphia. Tax compliance is automatically verified with the Department of Revenue (“Revenue”) during license application and license renewal. (See eCLIPSE and Tax Account Issues FAQ).
Renewal Requirements

- Lead safety

Beginning October 1, 2020, landlords are required to test and certify rental properties as lead-safe or lead-free, regardless of a child’s age, in order to execute a new or renewed lease or receive or renew a rental license. The requirement applies to all residential properties, but it will be phased in by zip code over two years. (Rental Property Certification Law)
Renewal Requirements

- Lead safety (cont.)

  If the property was built after February 1978, the landlord is exempt from getting the property tested for lead paint hazards. The landlord must submit documentation that the property was built after February 1978. Click the link below and go to: “Frequently asked questions” for more information. Select “Property owner statement of exemption” to learn how to submit the statement of exemption along with documentation that the property was built after February 1978.

  Lead and Healthy Homes Resources for Landlords
Renewal Requirements

- Lead safety (cont.)
  - **If the property was built before March 1978**, the landlord must contact an Environmental Protection Agency (EPA) certified lead dust sampling technician (LDST) to perform a lead-safe dust sampling test in the home or property unit. There is an updated list of LDST on the City website at [https://www.phila.gov/documents/lead-and-healthy-homes-resources-for-landlords/](https://www.phila.gov/documents/lead-and-healthy-homes-resources-for-landlords/).

  - In order to submit the certificate to the Health Department, each landlord will need to upload their dust wipe results and certificate to the City Lead Certification Submission Site.
Renewal Requirements

- Violations
  - The rental property must not have any outstanding L&I violations. To check for violations on a property, visit atlas.phila.gov.
  - To comply violations, contact the Inspector at the appropriate L & I District office.
    - To find which district your rental property is in visit Phila.Gov About-contact us to use the interactive map. Enter the property address to see the district. District contact information is located on the same page.
Renewal Methods

How do I renew my Rental License?
Renewal Methods

- Renew online using eCLIPSE. Refer to the online help materials on the website at www.phila.gov/li

- Schedule an online one-on-one appointment with an L & I representative. All online meetings will be conducted via zoom.

- Schedule an in-person appointment at our Permit and License Center in the Municipal Services Building.
Renewing on eCLIPSE

How do I renew my Rental License?
Renewing on eclipse

- Associate an Activity License
  - Step-By-Step Guide for Associating an Activity License

- How To Renew A Rental License
  - Step-By Step Guide for renewing on eCLIPSE

- How to use the Shopping Cart *(New in 2021!)*
Frequently Asked Questions
Frequently Asked Questions

Q: I am a new owner; how do I change the license to my name?
A: Licenses are not transferable. When a property changes ownership, the new owner must obtain their own license.

Q: What do I do if my property has no tenants?
A: If you own an unoccupied residential property, you need a Vacant Residential Property License. The license helps the City keep track of properties that are not occupied and assists the City in safety efforts. If you need this license and don't get it, you may be subject to fines and violations.

Q: Do I need a Rental License to rent out my commercial space?
A: A Rental License is not required to rent out a commercial space. The proper owner needs a Commercial Activity License. The commercial space must be properly zoned for the commercial use.
Q: Do I need a Rental License to rent to a family member?
A: You do not need a Rental License if a unit is being occupied by a family member and no rent is collected. However, you need to submit an Affidavit of Non-rental. This document must be notarized.

Q: I recently increased/decreased the number of dwelling units. How do I update my license?
A: A change in occupancy requires zoning and building permits. A Certificate of Occupancy is required for 3 or more dwelling units, but only if the zoning was issued after 1999. If the proper permits have been obtained, submit an online request for a license amendment at Phila.gov/li about-contact us, or by contacting 3-1-1 by mobile, web or phone.

Q: I recently moved into a former rental property. How do I cancel my license?
A: To close the Rental License submit an online request at Phila.gov/li about-contact us, or by contacting 3-1-1 by mobile, web or phone. Include proof-of-residency (Government issued photo I.D, or a utility bill other than water.)
Other Resources

- L & I Website
- Department of Revenue website
- "Rent your property" Information Page
- eCLIPSE help guides
- Contact L & I
- Real estate and property business license materials
To build and sustain a safer Philadelphia, L&I embraces best practices in technology and customer service. We enable the public to access information, secure required approvals, and comply with building safety requirements in a convenient, reliable, and transparent manner.

L&I achieves code compliance through collaboration, education, and effective enforcement measures that hold businesses, contractors, and property owners accountable.