

## AFFIDAVIT OF NON-RENTAL

\_\_\_\_\_ Being duly sworn, says as follows:

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 any dwelling unit, multiple family dwelling, rooming house, dormitory, hotel, or a rooming unit therein to obtain a rental license from the Department of Licenses and Inspections. Section 9-3902 of the Philadelphia Code.
4. This building or a portion of this building located at \_\_\_\_\_, Philadelphia PA is not being used as a rental property, and will NOT be used as a rental property in the immediate future.

**Check all that apply:**

- No portion of the building is used as a rental property.

All units are occupied by the members of the owner's family as listed below:	

- One unit within the building is occupied by the owner.
- One or more units within the building are occupied by members of the owner's family.

Number of units: \_\_\_\_\_

List the names of owner's family members occupying one or more units:	

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 I will comply with the requirements of Section 9-3902 of the Philadelphia Code upon an entry of an oral or written lease for tenancy of the above captioned premises.
7. That the failure to comply is in violation of Section 9-3902 of the Philadelphia Code.

Signature of owner(s):

\_\_\_\_\_  
\_\_\_\_\_

Commonwealth of Pennsylvania  
County of \_\_\_\_\_

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_  
proved to me on basis of satisfactory evidence to be person(s) who appear(s) before me.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

(Seal)

## 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 9-3902 of the Philadelphia Code requires that any person offering for rent a dwelling unit, multiple family dwelling, rooming house, dormitory, hotel, or a rooming unit therein must obtain a commercial activity license and a rental license from the Department of Licenses and Inspections. You are not entitled to collect rent without a rental license.

Any person found to be in violation of any section of the rental license requirement is subject to a fine of 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 license and a rental license.

Once you have filed an affidavit of non-rental, you must contact the Department within **ten (10) business days** to notify them of any changes in contact information, occupancy, and/or monetary arrangements 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 rental 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.