



Application for Limited Lodging and Hotels Booking Agent License

Complete and submit this application for a **NEW** Limited Lodging and Hotels Booking Agent License.

PART A

• Applicant / Agent information

Provide the applicant and agents contact information.

A

Applicant Name: _____

Applicant Address: _____

Applicant Email: _____ Phone #: _____

Agent Name (if different from applicant): _____

Agent Address (if different from applicant): _____

Agent Email (if different from applicant): _____ Phone #: _____

Philadelphia Business Tax #: _____ Commercial Activity License #: _____

• License Information

Provide the applicants license and tax account information.

PART B

Supplemental Information

B

Verify the following information:

- All City of Philadelphia taxes, charges, and fees are current. Yes

PART C

Limits and Conditions

C

- No person or entity shall, in exchange for compensation, act as a booking agent with respect to limited lodging, hotel or similar short-term rental use unless the person or entity has a valid Limited Lodging and Hotels Booking Agent license.
- No person shall, in exchange for compensation, act as a booking agent in connection with any particular property without first confirming a Limited Lodging Operator License or a Rental License is valid for the property listed.
- The booking agent that has been notified by the City that the required license to operate a particular property as limited lodging or hotel is not in place or eligible, shall remove the listing and confirm removal within 5 business days of notification.
- A booking agent shall submit quarterly reports of all listings to the Department.
- A booking agent shall comply with all applicable provisions of The Philadelphia Code.

Declaration and Signature

I hereby 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 statement herein I am subject to the possible revocation of any licenses as a result of my false application, and such other penalties as may be prescribed by law or ordinance.

Owner's / Operator's Signature: _____ Date: _____