



Application for Limited Lodging Operator License

Complete and submit this application for a **NEW** Limited Lodging Operator License.

PART A

• Property

Provide the full address of property.

Property address: _____

• Owner information

Provide the owner / tenant's contact information.

Owner / Tenant Name: _____

Owner / Tenant Address: _____

Owner / Tenant Email: _____ Phone #: _____

Note: Applicant must be a natural person living in the property as their primary residence.

A

Philadelphia Business Tax #: _____

If the property was recently purchased, a recorded deed or settlement sheet (signed by both buyer and seller) must be submitted.

Commercial Activity License #: _____

• License Information

Provide the owners license and tax account information.

PART B

Supplemental Information

- Dept. of Public Health: <https://leadcertification.phila.gov/login>
- Proof of ownership or lease agreement must be provided.

B

Verify the following information:

- All City of Philadelphia taxes, charges, and fees are current. Yes
- A valid Zoning Permit for a limited lodging use is provided with this application: Yes
- I certify that this unit has been tested and classified as "lead-safe" or "lead-free", and the required certification has been submitted to the Philadelphia Department of Public Health: Yes
- I certify that I am the primary resident of the property. If the property is located in the Tenth Councilmanic District, I certify that I am both the owner and the primary resident of the property. Yes
- I certify that this property has no outstanding building or site violations under the Building Construction and Occupancy Code issued more than 90 days prior to submission date. Yes

PART C

Limits and Conditions

C

- No dwelling unit may be operated as limited lodging except through a booking agent with a valid limited lodging and hotels booking agent license.
- Prior to listing a dwelling as a limited lodging unit with a booking agent, the licensed operator shall provide proof to the booking agent that a valid limited lodging operator license has been issued and is active for the premises.
- A licensed operator shall conspicuously identify the operator's license number in all advertising and communications that indicate that a dwelling is available for use as limited lodging.
- Licenses are not transferable. If the ownership of a property changes during a license term, the new owner must obtain a new license within ten (10) business days after such transfer of ownership.
- If any of the information in the license application or license renewal application changes during the term of a license, the owner shall provide updated information in writing to the Department within ten (10) business days of such change.

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 / Tenant's Signature: _____

Date: _____