

Limited Lodging and Hotels Booking Agent Transaction History Information Sheet

License Requirements

To make reservations or collect payment for hotel accommodations on behalf of a limited lodging operator, you need a [Limited Lodging and Hotels Booking Agent License](#).

As a condition of the Limited Lodging and Hotels Booking Agent License, Philadelphia Code [Section 9-3910](#) requires that a booking agent shall provide L&I information concerning transactions.

By [regulation](#), the department specified the frequency of the report and the specific information required to be submitted.

Transaction History Report Content

The licensed booking agent shall submit a regular report to the Department of Licenses and Inspections that includes the following information:

- The name of each licensed operator for whom a transaction has been consummated with respect to a property located in Philadelphia during the reporting period.
- The license type, license number, and rental license category associated with each booking, if applicable.
- The street address associated with each such booking, including the unit number, if applicable.

Report Submission

The reports shall be submitted electronically by emailing a spreadsheet in an XLS or CSV format to ligisteam@phila.gov. The reports are required to be submitted on a quarterly basis as follows:

- Quarter 1: January 1 - March 31, report shall be provided by April 30.
- Quarter 2: April 1 - June 30, report shall be provided by July 31.
- Quarter 3: July 1 - September 30, report shall be provided by October 31.
- Quarter 4: October 1 - December 31, report shall be provided by January 30.

Questions pertaining to the submission of this report can be directed to ShortTermRental@phila.gov.

Report Format

Page 2 of this document shows a template of the format that should be used to submit the reports.

Determining License Type / Category

The transaction report requires identifying the License Type or Category for each license. Licensing information can be verified through multiple sources:

- [OpenDataPhilly](#) for a complete dataset
- [Atlas](#) to search a specific address
- [eClipse](#) to search by license number; You do not need to log into eClipse to use this search function.

Report Template

AGENCY_NAME	OPERATOR_NAME	ADDRESS	LICENSENUMBER	LICENSETYPE	RENTALCATEGORY
PHILLYBNB	SMITH, JOHN	1234 MAIN ST, UNIT 1234, PHILADELPHIA, PA 12345	123456	Limited Lodging Operator	
PHILLYBNB	NONAME LLC	4321 2ND ST, PHILADELPHIA, PA 12345	654321	Rental	Hotel, Residential Dwellings, Rooming House / Boarding House, Other
PHILLYBNB	GRITTY LLC	3601 S BROAD ST, PHILADELPHIA, PA 19148	877033	Rental	Hotel, Residential Dwellings
PHILLYBNB	LIBERTY BELL INC	526 MARKET ST, PHILADELPHIA, PA 19106	534406	Rental	Hotel, Rooming House / Boarding House, Other
PHILLYBNB	LOVE SIGN LLC	1550 JFK BLVD, PHILADELPHIA, PA 19102	884517	Limited Lodging Operator	
PHILLYBNB	SCHWARBER, KYLE	1 CITIZENS BANK WAY, PHILADELPHIA, PA 19148	816301	Limited Lodging Operator	
PHILLYBNB	KELCE, JASON	1 LINCOLN FINACIAL FIELD WAY, PA 19148	276985	Rental	Hotel
PHILLYBNB	BALBOA, ROCKY	2600 BEN FRANKLIN PKWY, PHILADELPHIA, PA 19130	619296	Rental	Hotel, Residential Dwellings
PHILLYBNB	PENN, WILLIAM	1400 JFK BLVD, PHILADELPHIA, PA 19102	145199	Rental	Hotel, Residential Dwellings
PHILLYBNB	SUAREZ, RANGER	1 CITIZENS BANK WAY, PHILADELPHIA, PA 19148	830701	Rental	Hotel, Residential Dwellings, Rooming House / Boarding House, Other