



## Application for Housing Rental License

Complete and submit this application for a **NEW** Housing Rental License.

### PART A

#### Occupancy Type

Provide explanation if "Other" is selected.

#### Property

Provide the full address of property.

#### Applicant / Owner and Operator information

- Select the person responsible for receiving communication from L&I.
- Provide the contact information for the owner. New owners must show proof of ownership in the form of a recorded deed or a settlement sheet (signed by both parties).

*Note: If the legal entity is a "company" then up to two (2) corporate owners must be named.*

- Provide the license and tax account information.
- Provide the contact information for the operator.

*Note: Operator of boarding homes, shelters, personal care homes, old age homes, etc. is responsible for getting this license.*

- Provide the contact information for the agent.(if applicable).

*Note: If the owner / operator resides outside of Philadelphia, an agent who resides within the city limits must be designated by the owner / operator.*

**A**

#### Type of Occupancy (select all that apply):

- Residential Dwellings; Number of Units: \_\_\_\_\_  Rooming House / Boarding House
- Hotel (Includes motels, hostels, bed & breakfast)  Assisted Living
- Dormitories  Other (clarify): \_\_\_\_\_

Property address: \_\_\_\_\_

Contact person for receiving communication (select one):  Owner  Operator  Agent

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name all Pennsylvania corporations, including all limited liability corporations, in which the applicant has any equity interest, regardless of whether the applicant has a direct equity interest or applicant's equity interest is held through one or more tiers of a corporate structure, such as parent-subsiary structure

Name of Corporate Owner	Title	Home Address City/State/Zip

Philadelphia Business Tax #: \_\_\_\_\_ Federal Tax ID # / SSN: \_\_\_\_\_

Commercial Activity License #: \_\_\_\_\_ Date Activity Started at Property: \_\_\_\_\_

Operators Name: \_\_\_\_\_

Operators Address: \_\_\_\_\_

Operators Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Agent Address: \_\_\_\_\_

Agent Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

#### Agent Certification

*I certify that I am the legal agent of the owner(s) in relation to the property listed in Section A of this application and that I am empowered to accept service of notices, orders, summonses, etc., in relation to the subject property.*

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**PART B**  
Supplemental  
Information

**B**

**Verify the following information:**

- All City of Philadelphia taxes, charges, and fees are current.  Yes
- The Zoning Permit for two or more dwelling units is valid:  Yes
- The Certificate of Occupancy for three or more units is valid:  
(Only required if the Zoning Permit was issued after 1999)  Yes
- I have reviewed the Partners in Housing booklet, available at [www.phila.gov/li](http://www.phila.gov/li),  
and will share it with the building manager:  Yes
- I certify that the agent named in Section A has been designated to act as my  
legal representative regarding the property listed in Section A of this application.  Yes

**PART C**  
Limits and  
Conditions

**C**

- 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.
- Agent is over the age of eighteen (18) who lives in Philadelphia or is regularly available at a Philadelphia address.
- If the agent's address is a business address, a Commercial Activity License is registered at that location.
- There is no requirement that the agent be empowered to do more than forward notices, orders, or summonses to the owner through further powers may be granted and compensation to the agent is not an issue regardless of the limits of their responsibilities.
- An agent terminating their services must give notice to L&I. The notice must include the owner's name and address, the address of property, and the license number. The owner is required to designate a new agent within thirty (30) days by filling out an amended application with the signature of the new agent.
- If the owner conforms to all the above standards, the owner can also act as the agent. An owner who does not live in Philadelphia and is not regularly available at a Philadelphia address is not permitted to act as an agent.
- If the rental property was purchased within the last six months, you must provide a settlement sheet or recorded deed.
- All buildings and other structures in the City of Philadelphia must be in compliance with current Zoning laws and the Building Construction and Occupancy Code.
- New Zoning and Building permits are required if you are converting or have converted your building (for example – from a single family to a multifamily dwelling).

**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:** \_\_\_\_\_