



Supplemental Information

- The number of lead certifications submitted to the Department of Public Health must equal the number of units listed in section 4B **minus** any owner-occupied units and family non-rental units.
- Check <http://atlas.phila.gov> for open violations

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Verify the following information prior to starting rental license application:

- Applicant is current on all City of Philadelphia taxes, charges, and fees: Yes
- [Lead Certification](https://www.phila.gov/services/permits-violations-licenses/apply-for-a-permit/environmental-permits-and-approvals/submit-lead-certification-and-inspection-reports/) is compliant and filed with the Department of Public Health: Yes
(https://www.phila.gov/services/permits-violations-licenses/apply-for-a-permit/environmental-permits-and-approvals/submit-lead-certification-and-inspection-reports/)
- Applicant has no open violations of the Philadelphia Building Construction and Occupancy Code: Yes

Use and Occupancy

(A) The categories are defined as:

- **Hotel:** These are typically defined as "Visitor Accommodations" in the Zoning Code. This category includes short-term rentals of properties that are not occupied by the primary resident.
- **Rooming/Boarding House:** These have living space shared between four or more unrelated people. Typically, these have shared facilities such as kitchens and/or bathrooms.
- **Assisted Living:** These facilities provide living space for individuals that need assistance or supervision with getting dressed, bathing, diet, financial management, evacuation from the residence in the event of an emergency, or medication prescribed for self-administration.
- **Dormitories:** Living quarters typically marketed to students that usually provide shared facilities such as kitchens and/or bathrooms.

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This section does NOT need to be completed for applications involving a single unit used for household living.

(A) Occupancy Type

Select all categories that apply to your building or space (*Ensure that Zoning Permit and/or Certificate of Occupancy are consistent with this use*):

- Residential Dwellings Rooming House / Boarding House
- Hotel (includes motels, hostels, bed & breakfast) Assisted Living
- Dormitories

(B) Number of Units

- Total number of units in the building (*including owner-occupied or non-rented units and excluding commercial units*):

- Is any unit occupied by the owner? Yes No
- Is any unit occupied by a family member without the collection of rent?
 Yes, Number of units _____ (*You must submit an Affidavit of Non-Rental with your license application*)
 No

(C) Proof of Legal Occupancy

You must demonstrate that the building is legally occupied under the Zoning and Building Construction and Occupancy Codes. Please refer to the [Rental License \(Proof of Use and Occupancy\) information sheet](#) for detailed information on minimum documentation required and instruction on accessing records.

Select the form of proof submitted with this application:

- Certificate of Occupancy
- Prior Rental License Record
(May only be submitted if license was issued in the past three years for the same number of units and there has been no other change to occupancy.)
- Zoning Permit
(May only be submitted if the zoning permit was approved prior to 2000, the building has continuously operated in accordance with this use, and a Certificate of Occupancy or prior license record are not available. Must be accompanied by an [Affidavit of Continuous Use](#).)

(B) This is the total number of residential units in the building and is necessary to verify legal use. When completing the online rental license application, any non-rental units shall be excluded for total number.

(C) You must provide one of these documents with the license application.

Rental License information sheet: <https://www.phila.gov/departments/department-of-licenses-and-inspections/licenses/rental-and-property-licenses-materials/>

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.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____