



Rental License Ownership Verification Form

A Rental License must be issued to the owner of the property. In certain circumstances, the individual or entity assuming legal responsibility for the rental property may not correspond exactly to the name(s) appearing on the deed.

This form identifies common circumstances in which this may occur, outlines the required documentation or attestations, and captures the information needed to process the Rental License application. The Department may accept or require alternative forms of verification upon review.

- A Philadelphia Tax Account and Commercial Activity License (CAL) must be issued in the name of the individual or entity assuming responsibility for the rental property, unless otherwise noted.
- Sublease arrangements are private agreements between the parties and are not recognized for Rental License purposes.

Applicants using this form are encouraged to [schedule a virtual or in-person appointment](#) to file their application.

Property Information

Provide the address of the property, all property owners' names as listed on the recorded deed, and the applicant's name as it will be listed on the rental license.

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Property Information

Property Address: _____

Property Owner(s) as Listed on the Recorded Deed: _____

Rental License Applicant (Individual or Entity): _____

Ownership Status Information

Select the applicable circumstance that applies to your application and complete the required information and attestation.

Attach any required supporting documentation.

A. Select Multiple Owners Listed on the Deed if an owner is applying for the rental license on behalf of all owners.

B. Select Legal Name Change if the owner identified on the deed has legally changed their name.

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Ownership Status

Select one circumstance that applies to your application.

☐ **A. Multiple Owners Listed on the Deed**

- Relationship of owners: ☐ Non-spouses ☐ Spouses (*The spouse not named on the Rental License must be identified as a spouse on the Philadelphia Tax Account.*)

- Is one of the owners deceased? ☐ No ☐ Yes - Name of Deceased: _____

Date of Death: _____

- Attestation of Responsibility:

I certify that, as an owner of the property, I have legal authority to obtain the rental license and will accept all legal responsibilities.

Signature: _____ Date: _____

☐ **B. Legal Name Change**

- Attestation of Name Change:

I certify that the name appearing on the deed and the name used on this application refer to the same individual.

Former Name: _____

Current Name: _____

Signature: _____ Date: _____

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Continued:

Ownership Status Information

Select the applicable circumstance that applies to your application and complete the required information and attestation.

Attach any required supporting documentation.

- C. Select Single-Member LLC if the property is owned by an individual applying through a single-member llc.
- D. Select Authorized Legal Representative if you are authorized by a court order, trust instrument, or other legal document to manage and rent the property (e.g. executor, administrator, conservator, receiver, or trustee)
- E. Select Long-Term Ground Lease if the leaseholder owns the improvements while the record owner retains ownership of the land.
- F. Select Other Circumstance if none of the above apply and describe the ownership arrangement.

Note: The Department may request additional documentation based on the circumstances presented.

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☐ **C. Single-Member LLC**

- Required Documentation:

☐ Registered with the Department of Revenue as a disregarded entity linked to the property owner's account
OR

☐ Upload documentation identifying all members or officers of the entity.

- Attestation of Legal Authority:

I certify that I, as the property owner and sole member of the LLC, have legal authority to obtain the rental license and will accept all legal responsibilities.

Signature: _____ Date: _____

☐ **D. Authorized Legal Representative**

- Required Documentation:

Upload the court order, trust agreement, letters of appointment, or other legal documentation establishing your authority to manage or rent the property.

- Attestation of Legal Representative:

I certify that, as an authorized representative, I have legal authority to obtain the rental license and will accept all legal responsibilities.

Signature: _____ Date: _____

☐ **E. Long-Term Ground Lease**

- Required Documentation:

Upload executed ground lease or other legal agreement demonstrating ownership of the improvements.

☐ **F. Other Circumstances**

- Describe the ownership arrangement:

Applicant Certification

I certify that the information and documentation submitted with this application are true, accurate, and complete. I understand that knowingly making false statements is subject to penalties under applicable law.

Applicants Signature: _____

Applicants Name (Print): _____ Date: _____