

Limited Lodging and Hotels Booking Agent Transaction History

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 date on which the report was generated.
- The booking agency or hosting platform responsible for the listings submitted (e.g., Booking.com, Airbnb).
- 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 URL corresponding to the listing presented in the report.
- The street address associated with each such booking, including the unit number, if applicable.
- The reported license number associated with each booking.

Report Submission

The reports shall be submitted electronically by emailing a spreadsheet in an XLS or CSV format to strlistings@phila.gov. The reports are required to be submitted on a monthly basis, due no later than the last calendar day of the month following the reporting month.

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

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 Format

Reports should follow the following column and data type format when submitting transaction histories:

ORDER	FIELD NAME	DATA TYPE	DESCRIPTION	FORMAT NOTES
1	REPORTDATE	Date	The date on which the report was generated.	MM/DD/YYYY
2	AGENCYNAME	String	The booking agency or hosting platform responsible for the listings submitted (e.g., Booking.com, Airbnb).	Text
3	OPERATORNAME	String	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.	Text
4	LISTINGURL	String	The URL corresponding to the listing presented in the report.	One URL only
5	ADDRESS	String	The street address associated with each such booking, including the unit number, if applicable.	One address only
6	LICENSENUMBER	Number	The reported license number associated with each booking.	Digits only

Important Notes

In addition to the field requirements above, please observe the following rules when preparing a report:

- Reports must be submitted in XLS or CSV format.
- Reports should not include pictures, embedded objects, or formatting other than what is shown in the example below (no merged cells, colors, or extra columns).
- Each listing must occupy one row in the report. Do not combine multiple listings into a single row.
- Listings must not be summarized or consolidated into one line, even if multiple listings are located at the same address or property.
- Only one license number may be recorded per listing. Property owners with multiple licenses must clearly indicate which specific listing each license covers, and each license must align with the property for which it was issued. Do not list multiple license numbers in a single cell.
- Only one address may be listed per listing. Do not include explanatory text or multiple addresses within a single ADDRESS cell.

One Listing, One Row

Each row of the report must correspond to exactly one listing, one address, and one license number. Reports that group listings, addresses, or license numbers together may be rejected.

Report Template

The table below illustrates a correctly formatted report. Note that each row represents exactly one listing, with a single address and a single license number per row.

REPORT DATE	AGENCY NAME	OPERATOR NAME	LISTINGURL	ADDRESS	LICENSE NUMBER
7/1/2026	PHILLYBNB	SMITH, JOHN	www.phillybnb.com/509830459054	1234 MAIN ST, UNIT 1234, PHILADELPHIA, PA 12345	0000000
7/1/2026	PHILLYBNB	NONAME LLC	www.phillybnb.com/345634566345	4321 2ND ST, PHILADELPHIA, PA 12345	0000001
7/1/2026	PHILLYBNB	GRITTY LLC	www.phillybnb.com/67567456	3601 S BROAD ST, PHILADELPHIA, PA 19148	0000002
7/1/2026	PHILLYBNB	LIBERTY BELL INC	www.phillybnb.com/234563456	526 MARKET ST, PHILADELPHIA, PA 19106	0000003
7/1/2026	PHILLYBNB	LOVE SIGN LLC	www.phillybnb.com/585895764	1550 JFK BLVD, PHILADELPHIA, PA 19102	0000004
7/1/2026	PHILLYBNB	ONE PHILLY INC	www.phillybnb.com/265347537	1 CITIZENS BANK WAY, PHILADELPHIA, PA 19148	0000005
7/1/2026	PHILLYBNB	GO BIRDS INC	www.phillybnb.com/8967534654765	1 LINCOLN FINANCIAL FIELD WAY, PHILADELPHIA, PA 19148	0000006
7/1/2026	PHILLYBNB	BALBOA, ROCKY	www.phillybnb.com/23456235756	2600 BEN FRANKLIN PKWY, PHILADELPHIA, PA 19130	0000007
7/1/2026	PHILLYBNB	PENN, WILLIAM	www.phillybnb.com/9857684756	1400 JFK BLVD, PHILADELPHIA, PA 19102	0000008
7/1/2026	PHILLYBNB	CLEAN & GREEN LLC	www.phillybnb.com/9856745646578	1 CITIZENS BANK WAY, PHILADELPHIA, PA 19148	0000009