



Rental License Supplemental Information

This mandatory supplemental form must be completed and submitted / uploaded with a New Rental License Application.

SECTION 4 IS NOT REQUIRED TO BE COMPLETED FOR A SINGLE UNIT USED FOR HOUSEHOLD LIVING

Ownership Information

(A) Owner's Information:
Provide the address and owner of the property being rented.

Select if the property is owned by an individual or company.

Note: If the legal entity is a "company" then provide the contact information for any natural person with more than 49% equity interest in the property. If no individual has such an interest, provide contact information of two (2) natural persons with the largest equity interest in the property. This is public information that may be published to the city website.

(B) Ownership

Provide a copy of the proof of ownership in the form of a recorded deed, executed settlement sheet, or OPA record. If you are unable to provide one of these forms, identify the type of form provided and the Department will determine if it may be accepted.

Note: The deed, activity license, and tax account must all be registered to the same entity unless meeting an exception.

Note: Refer to the Dept. of Revenue for detailed information on disregarded entity: <https://www.phila.gov/documents/federal-tax-law/>

(A) Owner's Information

Property Address: _____

Property Owner Name: _____

Owner is an: Individual(s)

Company

Is company publicly traded. Yes No, If "No", enter owners' information below.

Owner 1: _____
First Name Last Name

Owner 2: _____
First Name Last Name

Mailing Address: _____
Street Address

Mailing Address: _____
Street Address

City State Zip

City State Zip

(B) Proof of Ownership

1. Proof of ownership must be submitted with the application. Please select the form of proof provided:

Deed

Settlement Sheet

Office of Property Assessment (OPA) record
(May be printed at <https://property.phila.gov/>)

Other (Describe): _____

2. The license shall be issued in the name of the property owner. The Philadelphia Tax Account, Commercial Activity License, and Deed must all be registered in the same name unless meeting an exception. Select the option that applies to this application:

License will be issued to the owners as listed on the ownership record.
(Ownership corresponds to Activity License and Philadelphia Tax Account registration)

License will be issued to a disregarded entity.
(The ownership record identifies the disregarded entity, the Activity License is issued in the name of the primary company or disregarded entity, and the Philadelphia Tax Account for primary company indicates relationship)

License will be issued to one of the spouses or domestic partners listed on the ownership record.
(The Activity License is issued in the name of the individual applying for the license and both partners are listed on the Philadelphia Tax Account)

License will be issued to one of the individuals listed on the ownership record.
(The Activity License and Philadelphia Tax Account are registered to the individual. The individual will provide a signed statement with the license application affirming that they are solely responsible for the collection of rent and meeting all obligations of the rental license)

Managing Agent Information

A Managing Agent with a residence / business office within the City of Philadelphia is required to carry out responsibilities listed under Section 9-3907 of the Phila. Code. If the owner does not have a business address in the city or does not act as a Managing Agent, contact for the Agent must be provided.

Note: This is public information that may be published to the city website.

Does the property owner reside or maintain a business office within Philadelphia and act as the Managing Agent? Yes No

If "No" is selected, identify a managing agent who resides or regularly attends a business office within Philadelphia:

Managing Agent Name: _____
First Name Last Name

Managing Agent Phone Number: _____

Managing Agent Address: _____
(P.O. BOX is not accepted) Street City State Zip



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

3

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.

4

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

(A) Occupancy Type

Select the category that applies 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/documents/real-estate-and-property-business-license-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: _____