

**RENTAL LICENSES NOW REQUIRED BY CITY OF PHILADELPHIA
FOR OWNERS WHO RENT AT 1027 ARCH**

March 3, 2017

Hello Unit Owners:

This is an important notification for any owners who currently rent their units to tenants or who are planning on renting their units in the future.

Previously, the Condominium Association paid for a yearly High-Rise License for the entire property that also served as a property or rental license for any unit owner who rented their unit within the building.

The City changed the High-Rise License this year so that it no longer covers condo owner rentals within the building. The cost for this High-Rise License to the Association dropped in price as a result of this change ; however, now owners are required to get their own rental licenses for rentals.

So, a Rental License, now called a Housing Inspection License by the City, is now required by the City for any owner who rents their unit. This license is also needed if an owner ever has to file an eviction against a tenant.

TO APPLY FOR A HOUSING INSPECTION LICENSE:

1. Unit owner must first obtain a City Tax number. Follow this link for a tax number:

<https://ework.phila.gov/revenue/>

2. You must next apply for a Commercial Activity License (CAL). The application is attached below.

[COMMERCIAL ACTIVITY LICENSE APP](#)

Once the 1st two steps are completed, you can complete a Housing Inspection License.

3. Housing Inspection License Application is attached below and includes instructions for completion and also CAL application instructions.

[HOUSING INSPECTION LICENSE APP](#)

This can all also be done online.

If interested, we can also refer you to Landlord Service Associates (LSA). We have used their services over the years for obtaining Housing Inspection Licenses and also for eviction coordination & other legal services and counsel. They come highly recommended and can assist you with obtaining all of the above for a fee of \$50.00.

Their phone number is (215) 561-5455 or landlordservice@gmail.com.

If you need further assistance you can also contact me or you can also call the City's Department of Licenses & Inspections at (215) 686-8686.

Please also note that even if an owner obtains a rental license, listing and renting units in the building on any kind of short-term, hotel-like basis (for example, listing rentals of unit on Airbnb) are still not permitted and are a violation of the governing documents of the building.

Please reach out if you have any questions/concerns.

Thank you,

Diane Holz
Property Management Division
Orens Brothers Real Estate, Inc.