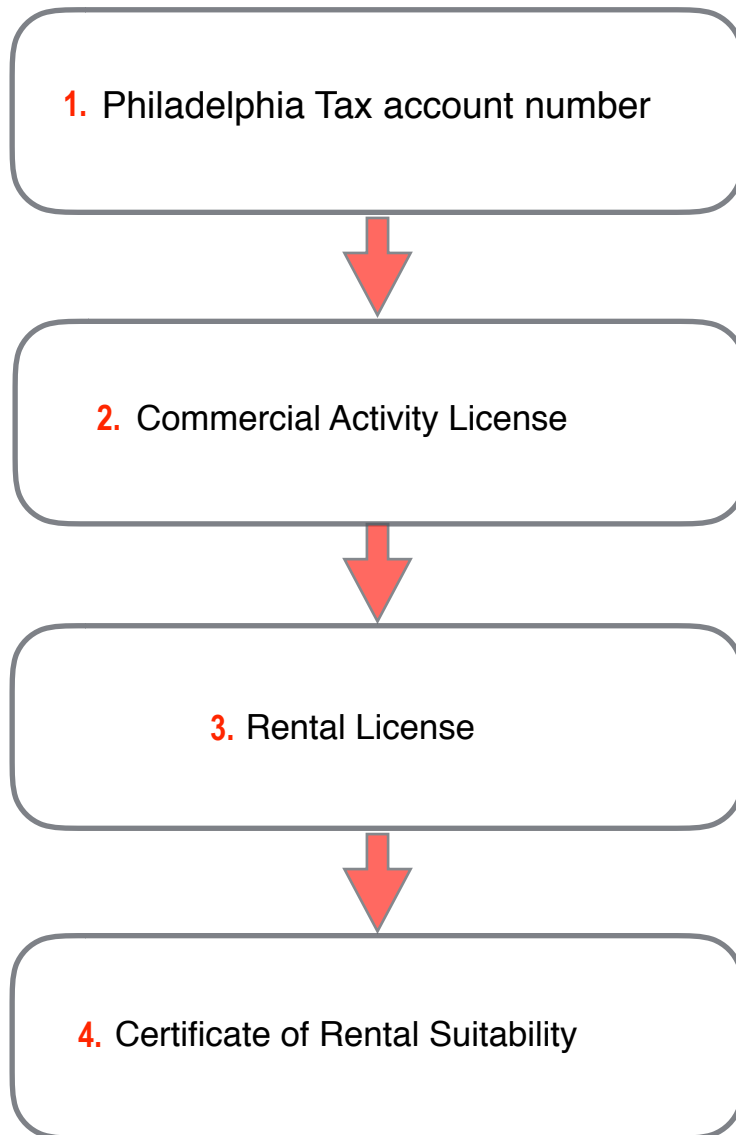


Steps to acquire all documents needed for renting your property



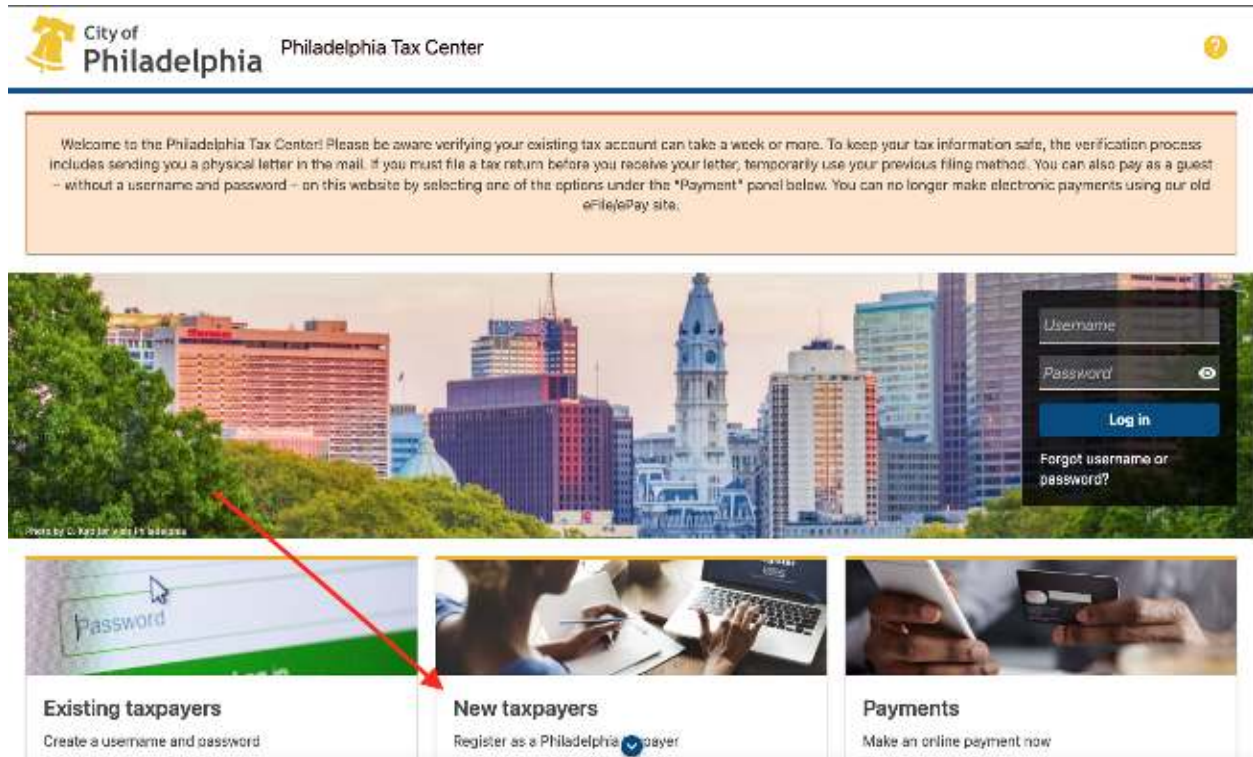
Below we have screenshots for how to obtain each of these documents

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* This guide is provided as a courtesy to JGRE clients and should not be construed as tax or legal advice. Clients are encouraged to speak with their tax and legal advisors if there are any questions.

To obtain a Philadelphia Tax account number, please visit the Philadelphia Tax Center website: tax-services.phila.gov

If you own the property under your personal name, you will use your SSN. If you own under an entity name, like an LLC, you will use your company EIN.



Click “New Taxpayers” and enter your information appropriately.

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If you are a new taxpayer

If you do not have an existing City tax account, the following instructions are for you.

1. Start registration.

Under the "New taxpayers" panel on the middle of the [Philadelphia Tax Center's homepage](#) , select "Register a new taxpayer."

To start, the site asks if you are a **tax professional** registering on behalf of a client. If you are, select "Yes."

Everybody else should select "No."

2. Answer questions and provide information.

The site asks you to answer a series of questions to help guide your registration process. Be ready to provide:

- Your entity type and business structure.
- The Philadelphia tax types you expect to file and pay.
- Contact information.

Follow the on-screen prompts to complete registration. The last step is to create a username and password.

3. Use your account.

As a new taxpayer or tax professional, you will not receive a verification letter in the mail. Use your new username and password to log in to your account and start using the Philadelphia Tax Center immediately.

If you own the property under your personal name, you will register as an individual. **If registering under an entity name such as an LLC, skip to page 7.**

New taxpayer registration

New taxpayer registration

The screenshot shows the 'Entity classification' step of the registration process. A progress bar at the top indicates that 'Instructions' is complete and 'Entity classification' is the current step. The main heading is 'Entity type', followed by a paragraph explaining that City of Philadelphia taxpayers need an entity classification. Below this is a bulleted list of entity types: Corporation, Disregarded Entity, Estate, Individual/Sole Proprietor, Non-Profit Organization, Partnership, and Trust. The next section is 'Entity classification', which asks 'Do you know the taxpayer's entity classification?'. There are two buttons: 'I know my entity classification' (highlighted with a red arrow) and 'Help me figure out my entity classification'.

New taxpayer registration

New taxpayer registration

The screenshot shows the 'Registration type' step of the registration process. A progress bar at the top indicates that 'Instructions' is the current step. The main heading is 'New taxpayer registration', followed by a welcome message and a list of tax types: Business Income and Receipts Tax, Net Profits Tax, School Income Tax, Wage Tax (Employers only), Earnings Tax (Employees only), Liquor Tax, Philadelphia Beverage Tax, and Tobacco Tax. Below this is a note about creating a Philadelphia Tax Center username. The next section is 'Registration type', which asks 'Are you a third party tax professional registering on behalf of your client?'. There are two buttons: 'Yes' and 'No' (highlighted with a red arrow).

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Entity classification

Do you know the taxpayer's entity classification?

I know my entity classification

Help me figure out my entity classification

Entity selection

Please select an entity classification.

☐ Corporation

☐ Disregarded Entity

☐ Estate

☒ Individual (Sole Proprietor)

☐ Non-Profit Organization

☐ Partnership

☐ Trust

New taxpayer registration

New taxpayer registration

Instructions

Entity classification

Business owner

Entity classification

Do you own a business?

Yes

No

Cancel

Save Draft

< Previous

Next >

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4

Instructions

Entity classification

Business owner

Entity type

Individual/Sole Proprietor

You are registering a new Individual/Sole Proprietor with the City of Philadelphia Department of Revenue.

An individual is a person that is obligated to pay taxes to a federal, state, or local government.

If the entity selection is not correct, please go back and review your answers. If you believe there has been a mistake, please contact the Department of Revenue.

Available tax types

- Business Income and Receipts
- Net Profits
- School Income
- Wage
- Earnings
- Liquor
- Philadelphia Beverage
- Tobacco

Cancel

Save Draft

< Previous

Next >

New taxpayer registration

Instructions

Entity classification

Business owner

Entity type

Taxpayer information

ID and Name

ID type

Social Security Number

Social Security Number

Required

First name

Required

Middle name

Last name

Required

When did your Philadelphia business begin?

Required

Enter your personal information accordingly

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Tax types

Select the tax types that you would like to register for with the Department of Revenue. At least one account is required to complete registration. If an account you are looking for is not in this list, please email revenue@phila.gov

- ☐ Business Income and Receipts
- ☐ Net Profits
- ☐ School Income
- ☐ Wage (Employers only)
- ☐ Earnings (Employees only)
- ☐ Liquor
- ☐ Philadelphia Beverage
- ☐ Tobacco

Select your applicable tax type

Mailing Address

Enter your information appropriately.

Country	USA		
Street			
Street 2			
Unit type		Unit	
City	PHILADELPHIA	State	PENNSYLVANIA
Zip	19125-4118		
Does the entity own this property?	<input type="radio"/> Yes <input type="radio"/> No		
Validate address			

** Please note that the information listed in this section of the guide is for your reference only and should NOT be copied. Please use YOUR information when completing each step of the process.

Contact information

First Name *	Email *
Required	Required
Middle initial	Confirm Email
Last Name *	Preferred Mail Delivery
Required	<input type="radio"/> Paper <input checked="" type="radio"/> Email
Phone Type *	
Required	
Phone Number *	
Required	
Extension	

Once these screens are completed, you will be prompted to create a username and password. Use these to log into your account and start using the Philadelphia Tax Center immediately.

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You will receive an email with your Philadelphia Tax ID number.
Keep this information handy, as you will need it for your
Commercial Activity License application.

If you own the property under an LLC, you will complete the
process using your EIN.

You will need your IRS SS-4 form, which can be downloaded here
<https://www.irs.gov/pub/irs-pdf/fss4.pdf>

The screenshot shows a web form for 'Entity classification'. At the top, it asks 'Do you know the taxpayer's entity classification?' with two tabs: 'I know my entity classification' (selected) and 'Help me figure out my entity classification'. Below the tabs, there are two columns. The left column, 'Entity selection', lists various entity types with radio buttons: Corporation (selected), Disregarded Entity, Estate, Individual/Sole Proprietor, Non-Profit Organization, Partnership, and Trust. A red arrow points to the 'Corporation' option. The right column, 'Entity sub-classification selection', lists sub-classifications for corporations: Limited Liability Company (selected), Religious Entity, and N/A. A red arrow points to the 'Limited Liability Company' option. Below these columns is a progress bar with four steps: Instructions, Entity classification, Entity type, and Attachments. The 'Attachments' step is highlighted with a yellow box. Below the progress bar is the 'Add Attachments' section, which states: 'Based on information in your registration, you are required to submit the supporting documents with your registration. Use the button below to attach the documents that you would like to submit. Required documents include the following: + IRS Form SS-4'. There is a blue 'Add attachment' button and a red link 'Upload your IRS Form SS-4 here.' At the bottom, there is an 'Attachments' table with columns for Type, Name, and Size. The table is currently empty, and a message below it says 'There are no attachments.' An 'Add' button is in the top right corner of the table.

Entity classification

Do you know the taxpayer's entity classification?

I know my entity classification | Help me figure out my entity classification

Entity selection

Please select an entity classification.

☒ Corporation

☐ Disregarded Entity

☐ Estate

☐ Individual/Sole Proprietor

☐ Non-Profit Organization

☐ Partnership

☐ Trust

Entity sub-classification selection

Please select Corporation sub-classification.

☒ Limited Liability Company

☐ Religious Entity

☐ N/A

Instructions | Entity classification | Entity type | Attachments

Add Attachments

Based on information in your registration, you are required to submit the supporting documents with your registration. Use the button below to attach the documents that you would like to submit. Required documents include the following:

+ IRS Form SS-4

Add attachment

[Upload your IRS Form SS-4 here.](#)

Attachments

Type	Name	Size
------	------	------

There are no attachments.

Add

*This guide is provided as a courtesy to JGRE clients and should not be construed as tax or legal advice. Clients are encouraged to speak with their tax and legal advisors if there are any questions.

Tax types

Select the tax types that you would like to register for with the Department of Revenue. At least one account is required to complete registration. If an account you are looking for is not in this list, please email revenue@phila.gov

- ☐ Business Income and Receipts
- ☐ Net Profits
- ☐ School Income
- ☐ Wage (Employers only)
- ☐ Earnings (Employees only)
- ☐ Liquor
- ☐ Philadelphia Beverage
- ☐ Tobacco

Select your applicable tax type

Once these screens are completed, you will be prompted to create a username and password. Use these to log into your account and start using the Philadelphia Tax Center immediately. You will receive an email with your Philadelphia Tax ID number. Keep this information handy, as you will need it for your Commercial Activity License application.

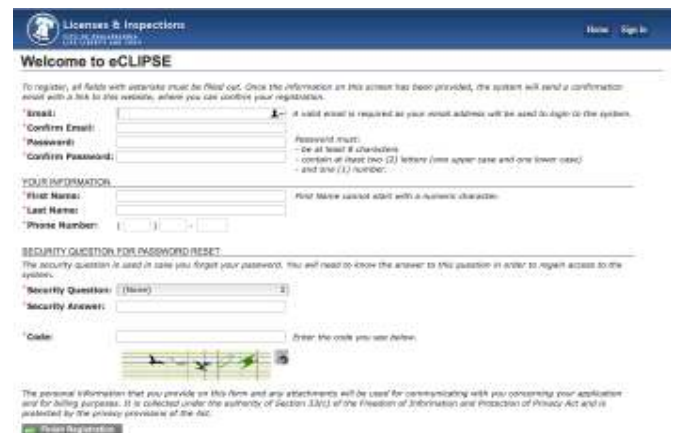
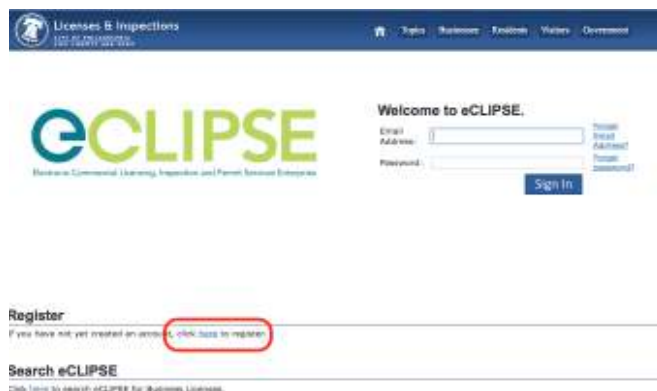
*This guide is provided as a courtesy to JGRE clients and should not be construed as tax or legal advice. Clients are encouraged to speak with their tax and legal advisors if there are any questions.

To obtain a **Commercial Activity License**, please use the eclipse system site:

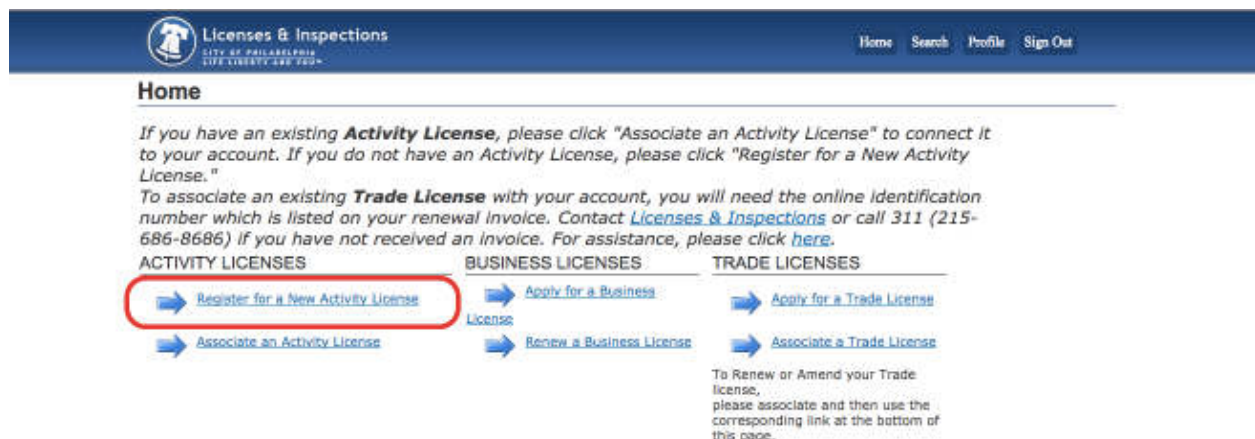
[Eclipse](#)



If you do not have an Eclipse login, please click the link to register for an account.



Once you've logged in, you will be on the home screen of the eclipse page. Click the link to "Register for a New Activity License".



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Once you've read through the Activity License Application, click "Next"

Welcome, Jared Gruber

City of Philadelphia | Mayor's Office | City Council | Courts | District Attorney | Sheriff

Licenses & Inspections
CITY OF PHILADELPHIA
LIFE, LIBERTY AND JUSTICE

Home Search Profile Sign Out

Activity License Application (Draft)

ACTIVITY LICENSE APPLICATION.

An Activity License is needed to conduct business within Philadelphia. It was formerly known as the Business Privilege License. Prior to applying for any additional business licenses in the City of Philadelphia, you will first need to obtain an Activity License. There are three types of Activity Licenses that you will need to select from on the next page:
Commercial, Non-Profit and 2-4 Unit Owner-Occupied Housing.

A **Commercial Activity License** is required for most businesses operating in Philadelphia. This includes businesses that are located outside the city limits but do some or all of their business activity in the City. Prior to obtaining this license, you will need City of Philadelphia Tax Account Number and a Federal Employer Identification Number, or if you do not have employees and are a sole proprietor, a Social Security Number.

If you are a registered nonprofit organization, you will apply for a **Non-Profit Activity** license. Please note that you are required to provide proof of nonprofit status before obtaining this license.

If the only business you are engaged in is renting 1-3 units in a property that you live in, then you will select the **2-4 Unit Owner-Occupied Housing** license on the next page.

Next

Screen ID: 1328183

Select "Commercial Activity" and click "Next"

Licenses & Inspections
CITY OF PHILADELPHIA
LIFE, LIBERTY AND JUSTICE

Home Search Profile Sign Out

Activity License Application BA-2017-156578 (Draft)

CHOOSE ACTIVITY LICENSE TYPE

An Activity License is needed to conduct business within Philadelphia. It was formerly known as the Business Privilege License.

There are three types of Activity Licenses: Commercial, Non-Profit and 2-4 Unit Owner-Occupied Housing. The Commercial Activity License (CAL) is the most common and would have been the first license received by a company, organization or individual when applying for other licenses at Licenses & Inspections (L&I). Non-Profit and 2-4 Unit Owner-Occupied Housing Activity Licenses are not applied for but are created within L&I's eCLIPSE system when a Non-Profit or 2-3 Unit Owner-Occupied landlord associates their information for the first time.

*License Type (choose 1):

☒ Commercial Activity
☐ Non-Profit Activity
☐ 2-4 Unit Owner-Occupied Housing

Back **Next**

Screen ID: 1331126

Select a Licensee Type and fill in your information, click "Next"

*for this example we will be showing a company

Licenses & Inspections
CITY OF PHILADELPHIA
LIFE, LIBERTY AND JUSTICE

Home Search Profile Sign Out

Activity License Application BA-2017-156578 (Draft)

BUSINESS OWNERSHIP

*Licensee Type: ☒ Individual ☐ Company

OWNERSHIP INFORMATION

☐ (use my information)

*First Name:
*Middle Name:
*Last Name:
Birth Date: mm dd, yyyy

Back **Next**

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Enter in your Tax Information and click “Next”

Welcome Jared Gruber

City of Philadelphia | Mayor's Office | City Council | Courts | District Attorney | Sheriff

Licenses & Inspections
CITY OF PHILADELPHIA
LIFE LIBERTY AND YOU™

Home Search Profile Sign Out

Activity License Application BA-201 (Draft)

TAX INFORMATION

*City of Philadelphia Tax Account Number:

*Employer Identification Number (FEIN):

Back **Next**

**** Please note that the information listed in this section of the guide is for your reference only and should NOT be copied. Please use YOUR information when completing each step of the process.**

Enter in your Mailing Address and click “Next”

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CITY OF PHILADELPHIA
LIFE LIBERTY AND YOU™

Home

Activity License Application BA (Draft)

BUSINESS OWNERSHIP

MAILING ADDRESS

*Street Address:

Line 2:

*City / Town:

*State / Province: (None)

*Country: USA

*Zip / Postal Code:

Back **Next**

**** Please note that the information listed in this section of the guide is for your reference only and should NOT be copied. Please use YOUR information when completing each step of the process.**

Please upload all required documents on this page. If there are no required documents listed, click “Next”

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Home Search Profile Sign Out

Activity License Application BA-2017-156578 (Draft)

Please upload all required documents below. If no required documents are listed, click "Next".

DOCUMENTS TO ATTACH

Uploaded	Document Type	Description	Sample Form
----------	---------------	-------------	-------------

UPLOADED DOCUMENTS

* Attachment Type	Description	Acceptance Status
-------------------	-------------	-------------------

Back **Next**

Screen ID: 1240751

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Please note that this blank page is intentional. We want you to be aware that the final step (confirmation screen) is missing from this Commercial Activity License section, please feel free to reach out if you run into any problems.

To obtain a Rental License,

please visit this site and login using your Eclipse Login:
<https://eclipse.phila.gov/phillylmsprod/pub/lms/Login.aspx>

If you do not have an Eclipse login, please click the link to register for an account.

Once you've logged in, you will be on the home screen of the eclipse page.

Click the link to "Apply for a Business License".

Once you've read through the Welcome Screen, click "Next"

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Select the Commercial Activity License that corresponds with the property you are applying for and click “Next”

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LIFE LIBERTY AND JUSTICE

Home Search Profile Sign Out

Business License Application BA-2017-155538 (Draft)

The Activity License(s) associated with your account are listed below. Please select the license that you would like to connect your new Business License with. [Create a new Activity License](#)

* Activity License: (Select) ↓

Back Next

Screen ID: 13310289

Respond to each of the questions by selecting “Yes” or “No” as they correspond to your property.

Here is an example of a typical response:

Licenses & Inspections
CITY OF PHILADELPHIA
LIFE LIBERTY AND JUSTICE

Home Search Profile Sign Out

Business License Application BA-2017-155538 (Draft)

Please answer "Yes" or "No" for all of the below questions. By pressing "Skip" you will be required to manually select your new Business License Type.

Skip

Question Text	Answer
Are you renting one or more Residential properties?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are you registering a vacant property?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your business include the sale, manufacturing, serving, presentation or handling of food?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your business conduct vending activities?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your business operate in the public right-of-way (street or sidewalk)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you operate an entertainment-based business - including music or games?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you operate a retail business?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you own dumpsters on premises or in the public right of way (sidewalk or alleyway)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you operate a family day care business?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your business perform an activity that is not listed above?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Back Next

Screen ID: 13310289

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The next screen will show the type of license you are applying for. It will auto populate rental license, so click next.

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LIFE LIBERTY AND JUSTICE

Home Search Profile Sign Out

Business License Application BA-2017-155538 (Draft)

LICENSE TYPES

Based on your previous answers the following license(s) are required for your business. Click the "Delete" button or "Back" if you do not wish to renew the below license(s). If you would like to manually select your license type, please click the "+ License Type" button below. For more information on licenses, including associated fees, please visit the Business Services portal [here](#).

+ License Type

Name	Category
Rental	Address-Based

Back Next

Screen ID: 1241191

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Select “New Business” and “Next”

The screenshot shows the 'Licenses & Inspections' header for the City of Philadelphia. The main title is 'Business License Application BA-2017-155538 (Draft)'. Below this, there are two radio buttons: 'Existing Business' and 'New Business'. The 'New Business' option is selected and circled in red. Below the radio buttons is the text 'NEW BUSINESS SITE'. At the bottom left, there are 'Back' and 'Next' buttons, with the 'Next' button circled in red. A 'Screen ID: 1235154' is visible in the bottom right corner.

Click “Find Address” and enter address information, select the correct property.

This screenshot shows the 'BUSINESS SITE' section of the application. It includes instructions: 'Select the site where your activity will take place. Please note that you can enter only one address and this location must match an official address registered with the Office of Property Assessment.' Below the instructions is a 'Find Address' button. A 'Back' button is also visible at the bottom left.

The 'Search for Address' page has input fields for 'House Number' (1309), 'Suffix', 'Street Name' (myrtlewood), 'Suite Number', 'City' (Philadelphia), and 'State' (PA). Below these fields is a table of search results:

Street Address	OPA Account Number	Owners
1309 N MYRTLEWOOD ST Philadelphia, PA 19121-4526	292264010	CITY OF PHILA
1309 S MYRTLEWOOD ST Philadelphia, PA 19146-3604	362186400	INGRAM LAMARR

At the bottom are 'Search', 'Cancel', and 'Cancel and Clear' buttons.

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Once you’ve selected the correct address, it will bring you to this screen where you can verify you’ve selected the correct address and then click “Next”

This screenshot shows the 'BUSINESS SITE' section with the selected address '1309 S MYRTLEWOOD ST Philadelphia, PA 19146-3604' highlighted with a red box. Above the address is a 'Modify Address' button. Below the address are 'Back' and 'Next' buttons, with the 'Next' button circled in red. A 'Screen ID: 1332047' is visible in the bottom right corner.

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On this page, please enter the information as you see it here.

This will allow JG Real Estate to receive renewal documents in the future.

 Licenses & Inspections
CITY OF PHILADELPHIA
LIFE LIBERTY AND JUSTICE

Home Search Profile Sign Out

 **Business License Application** BA-2017-155538 (Draft)

BUSINESS SITE


Enter the address where correspondences regarding this business should be sent. Please note that the registered business owner is responsible for responding to all City of Philadelphia requirements related to their business.

MAILING ADDRESS


* **Street Address:** 1028 N 3rd St
Line 2:
* **City / Town:** Philadelphia
* **State / Province:** Pennsylvania
* **Country:** USA
* **Zip / Postal Code:** 19123

Back Next

Screen ID: 1330696

 Licenses & Inspections
CITY OF PHILADELPHIA
LIFE LIBERTY AND JUSTICE

Home Search Profile Sign Out

 **Business License Application** BA-2017-155538 (Draft)

BUSINESS SITE

Enter the legal name, business details and phone number for the individual who should be contacted regarding this business. Please note that the registered business owner is responsible for responding to all City of Philadelphia requirements related to their business.


BUSINESS SITE GENERAL INFORMATION

* **Legal Name:**
Doing Business As: CIO JG Real Estate
Business Description: Property Manager


* **Business Phone Number:** (215) 467 - 4100 Ext:

Back Next

Screen ID: 1327255

 Licenses & Inspections
CITY OF PHILADELPHIA
LIFE LIBERTY AND JUSTICE

Home Search Profile Sign Out

 **Business License Application** BA-2017-155538 (Draft)

BUSINESS SITE

Enter the contact information for this business location.

CONTACT INFORMATION

* **Renewal Notification Preference:** ☒ Email ☐ Mail

* **Sole Worker:** ☐

* **Site Contact Name:** JG Real Estate
* **Site Contact Email:** accounts@jg-realestate.com
* **Site Contact Phone:** (215) 467 - 4100 Ext: Type: (None)
* **Secondary Phone:** () - Ext: Type: (None)

Back Next

Screen ID: 1331493

(Site contact email: accounts@jg-realestate.com // Type of site contact phone: Main)

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Fill in the Activity Start Date. It should correspond with the current Lease start date. Click “Next”

The screenshot shows the 'Business License Application' form for BA-2017-155538 (Draft). The 'LICENSE DETAILS' section is highlighted with a red box. It contains the instruction 'Please enter the Activity Start Date.' and a text input field for 'Activity Start Date' with the value 'Jan 1, 2017'. Below the input field are 'Back' and 'Next' buttons.

**** Please note that the information listed in this section of the guide is for your reference only and should NOT be copied. Please use YOUR information when completing each step of the process.**

Fill out this screen as it applies to your property. Click “Next”

Here is an example:

The screenshot shows the 'Business License Application' form for BA-2017-155538 (Draft). The 'RENTAL' section is highlighted with a red box. It contains the instruction 'Please fill out the form below with information about your rental.' and several questions with radio button options for 'Yes' and 'No'. The questions are: 'Number of Units:', 'Will any unit in this property be owner occupied?', 'Was this Property constructed prior to 1978?', 'Is any unit of this property now occupied by a child aged 6 or under?', and 'If you have answered YES to Question 1 and NO to Question 2, you must comply with the disclosure requirements set forth in Philadelphia Code Section 6-803 if your property becomes occupied by a child aged 6 or under during the next 12 months.' Below the questions is a red warning: 'Providing knowingly false answers to the above questions will be considered a violation of Philadelphia Code Section 6-803 subject to the penalties set forth in that Section.' At the bottom are 'Back' and 'Next' buttons.

**** Please note that the information listed in this section of the guide is for your reference only and should NOT be copied. Please use YOUR information when completing each step of the process.**

Upload all required documents, if no required documents, click “Next”

The screenshot shows the 'Business License Application' form for BA-2017-155538 (Draft). The 'DOCUMENTS TO ATTACH' section is highlighted with a red box. It contains the instruction 'Please upload all required documents below. If no required documents are listed, click "Next".' and a checkbox for 'Document requirements changed by court order?'. Below this is a table with columns 'Uploaded', 'Document Type', 'Description', and 'Sample Form'. The table lists two document types: 'Proof of Owner Occupancy' and 'Proof of ownership'. Below the table is a section for 'UPLOADED DOCUMENTS' with an 'Upload File' button and a table with columns 'Attachment Type', 'Description', and 'Acceptance Status'. At the bottom are 'Back' and 'Next' buttons.

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Review your application draft.
If everything is correct, scroll all the way down and click “Pay Online”

FEES

The following fees must be paid as part of your license application.

Description	Amount	Balance
Rental License Application Fee	\$35.00	\$35.00
Rental Default Application Fee	\$20.00	\$20.00

[Back](#) [Pay Online](#) [Print Invoice](#) [Save](#)

Payment Center
CITY OF PHILADELPHIA
OFFICIAL PAYMENTS

Back to Philadelphia City of License and Inspections | Make A Payment | Payment Verification | Help

Make A Payment

Philadelphia, City of - License and Inspections, PA
eCLIPSE Application

Make a Payment Online. Enter your "Account" to proceed with the payment process.

* Your payment will be available and available on the website. If available, it will be available in your "Back" button. Please navigate to the "Back" button.

Payment Amount: \$ 35.00

Payment Options:

☐ Credit Card

☐ Debit Card

☐ E-Check

☒ Credit Card

[Pay Now](#) [Pay Later](#)

Payment Center
CITY OF PHILADELPHIA
OFFICIAL PAYMENTS

Back to Philadelphia City of License and Inspections | Make A Payment | Payment Verification | Help

Make A Payment

Philadelphia, City of - License and Inspections, PA
eCLIPSE Application

This payment service is offered by Official Payments Corporation as a service to the entity to which you are making a payment. Please confirm your payment amount, convenience fee and total (if applicable). Review the Terms and Conditions (back and click "Accept") to proceed with your payment. Click "Pay" button to complete your payment. The information below is for your reference only.

* Do not use your payment. Please confirm, confirm, complete using the service below.

Payment Type: eCLIPSE Application
Payment Amount: \$35.00
Service Fee: \$1.35
Total Payment: \$36.35

Official Payments Terms and Conditions:

Official Payments Corporation charges a service fee to process your payment. The service fee is calculated as follows: The fee is calculated from the payment you are paying. The service fee is calculated as follows: The fee is calculated from the payment you are paying. The service fee is calculated as follows: The fee is calculated from the payment you are paying.

Completion of a payment transaction is contingent upon the authorization of payment by your card company and acceptance of your payment by the entity you are paying. In the event that your payment is unable to be processed, Official Payments will attempt to notify you of the issue and will attempt to process your payment. If the payment is not processed, you will be responsible for the payment. If the payment is not processed, you will be responsible for the payment. If the payment is not processed, you will be responsible for the payment.

Click "Pay" button to complete your payment.

[Pay Now](#) [Pay Later](#) [Cancel](#)

Once you've paid, you will see the confirmation screen below and receive an email with a copy of the rental license for your property.
Please send a copy of the rental license to accounts@jg-realestate.com.

Licenses & Inspections
CITY OF PHILADELPHIA
LIFE, LIBERTY AND JUSTICE

[Home](#) [Search](#) [Profile](#) [Sign Out](#)

Business License Application BA-201 (Draft)

CONFIRMATION

Application Number: BA-155

To view the information and status for this Application, [click here](#).

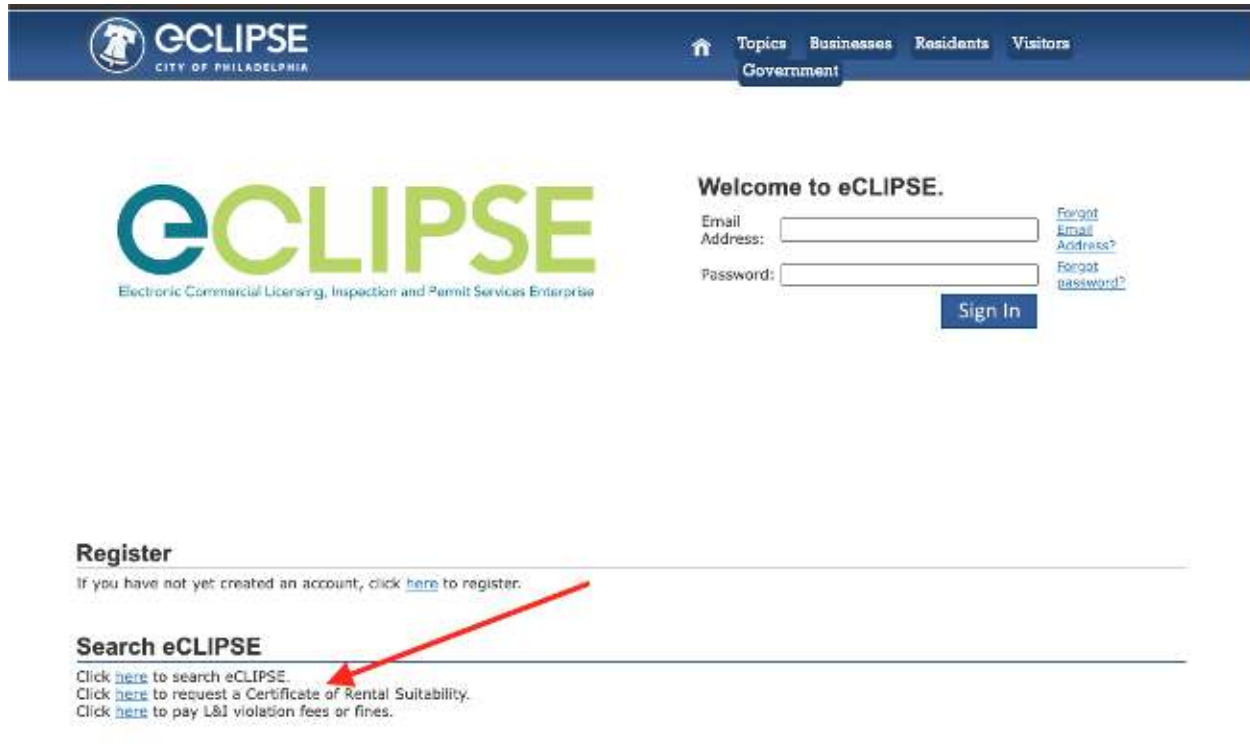
Screen ID: 1241614

* This guide is provided as a courtesy to JGRE clients and should not be construed as tax or legal advice. Clients are encouraged to speak with their tax and legal advisors if there are any questions.

To obtain a **Certificate of Rental Suitability**

****Note:** It can take this system up to 14 business days to recognize a new rental license number. If you are unable to complete this process, please try again after a few days.


Return to the Eclipse home page. Towards the bottom click the link to request a Certificate of Rental Suitability.



Register
If you have not yet created an account, click [here](#) to register.

Search eCLIPSE
Click [here](#) to search eCLIPSE.
Click [here](#) to request a Certificate of Rental Suitability.
Click [here](#) to pay L&I violation fees or fines.

Enter your rental license number and click "Search."




Request Certificate of Rental Suitability

Rental License Number:


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****Please note that the information listed in this section of the guide is for your reference only and should NOT be copied. Please use YOUR information when completing each step of the process.**

Request Certificate of Rental Suitability

Rental License Number:  Search

License Number	License Type	Business Name	Business Address
755919	Rental	JG Real Estate	1309 S MYRTLEWOOD ST, Philadelphia, PA 19146-3604





When you have identified your property, click “Next.”

Request Certificate of Rental Suitability

License Number	License Type	Business Name	Business Address
755919	Rental	JG Real Estate	1309 S MYRTLEWOOD ST, Philadelphia, PA 19146-3604

Click “Request CRS Report.”

This will open your Certificate of Rental Suitability in a new browser window, at which time you may download a copy.

Please send a copy of your Certificate of Rental Suitability to
accounts@jg-realestate.com