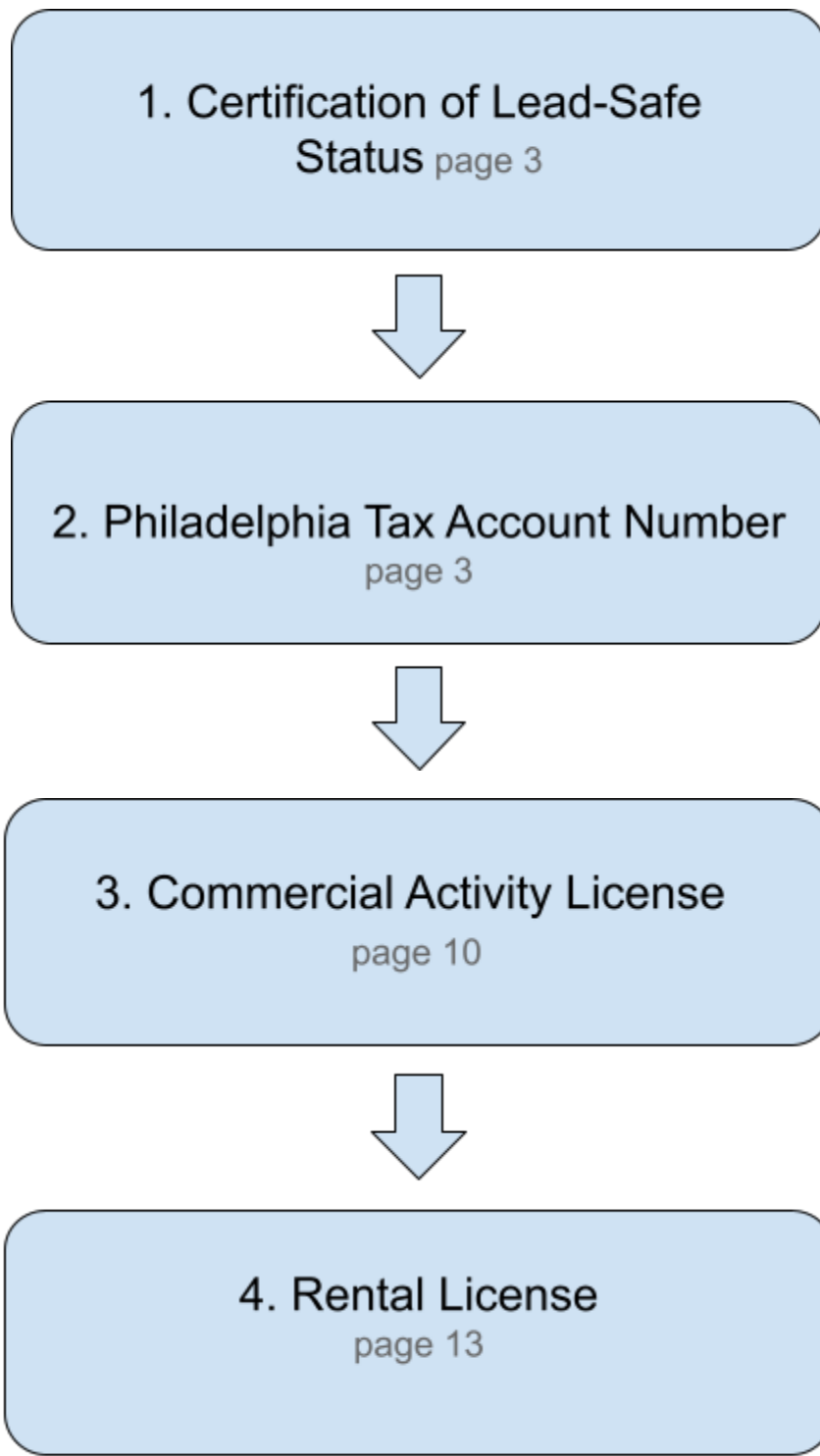


Steps to acquire all documents needed for renting your property



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The following guide provides a detailed, step-by-step walkthrough of the steps required to obtain your first rental license. This guide is provided as a courtesy to JG Real Estate property management clients and should not be construed as tax or legal advice. Clients are advised to consult their own tax or legal counsel for any questions.

The steps to obtain a rental license are determined by the City of Philadelphia and are subject to change at any time. For the most up to date information, please consult an L&I professional or peruse the following resources.

RESOURCES:

The City of Philadelphia has numerous online resources available to troubleshoot rental license applications, as well as methods of contact if you need more support.

eCLIPSE chat support: live chat with an L&I agent Monday-Friday 9:30am-12:30pm by clicking the green chat button in the bottom right corner of your eCLIPSE homescreen. They usually respond within minutes, and are able to help with a myriad of issues.

Get a Rental License:

<https://www.phila.gov/services/permits-violations-licenses/get-a-license/business-licenses/rental-and-property/get-a-rental-license/>

Rental License FAQ:

<https://www.phila.gov/departments/departments-of-licenses-and-inspections/licenses/rental-licenses/rental-license-faq/>

Help using eCLIPSE, eCLIPSE FAQ, and instructional videos:

<https://www.phila.gov/departments/departments-of-licenses-and-inspections/permits-and-certificates/help-using-eclipse/#/>

PhilaDox Online Document Searching: (for proof of ownership)

<https://epay.phila-records.com/phillyepay/web/splash.jsp>

Contact a Licenses & Inspections Professional:

<https://www.phila.gov/departments/departments-of-licenses-and-inspections/about/contact-us/>

LEAD AND HEALTHY HOMES PROGRAM (LHHP)

Beginning October 1, 2020, landlords are required to test and certify rental properties as lead safe or lead free, regardless of a child's age, in order to receive or renew a rental license. **You will not be able to apply for a rental license until one of the following has been completed:**

If your property was constructed **before 1978:**

Please reach out to the JG Real Estate Team to schedule a lead test.

If your property was constructed **after 1978:**

Please reach out to the JG Real Estate Team to file a lead-based paint exemption form.

PHILADELPHIA TAX REGISTRATION AND COMPLIANCE

If you have not done so previously, you will need to register with the Philadelphia Tax Center and create an account to receive a Philadelphia Tax Account Number. You **MUST** register at this website in order to proceed with a rental license application:

[Tax-services.phila.gov](https://tax-services.phila.gov)

Please note: JG Real Estate is not able to assist with tax-related questions beyond the information provided in this guide. If you need assistance with tax registration, please contact the city at tax.clearance@phila.gov or contact an accounting professional.

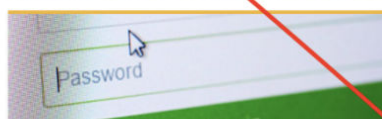
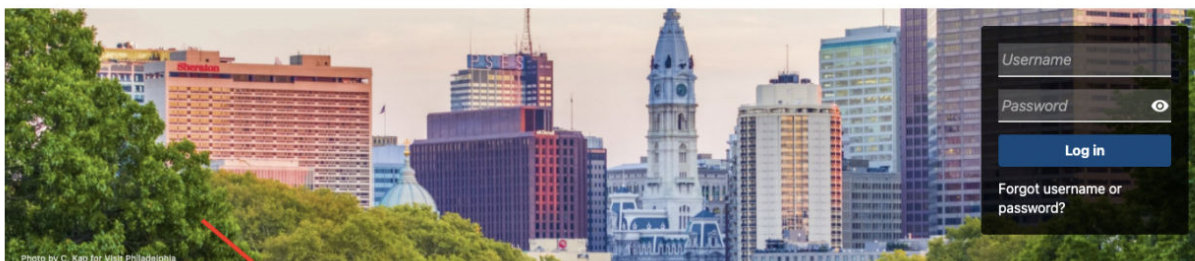
Click “New Taxpayers” and enter your information appropriately.



Philadelphia Tax Center



Welcome to the Philadelphia Tax Center! Please be aware verifying your existing tax account can take a week or more. To keep your tax information safe, the verification process includes sending you a physical letter in the mail. If you must file a tax return before you receive your letter, temporarily use your previous filing method. You can also pay as a guest – without a username and password – on this website by selecting one of the options under the “Payment” panel below. You can no longer make electronic payments using our old eFile/ePay site.



Existing taxpayers

Create a username and password



New taxpayers

Register as a Philadelphia taxpayer



Payments

Make an online payment now

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.
If there are TWO PEOPLE on your property deed, you will have to do one of the following:

1. Form a partnership OR
2. One person on the deed can take responsibility for the rental license (This is the most common choice) – create a tax account under that person's name.

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 8.

New taxpayer registration

New taxpayer registration

Instructions Entity classification

Entity type

City of Philadelphia taxpayers need an entity classification to determine which taxes they are required to file and pay. The entity classifications in the City of Philadelphia are:

- Corporation
- Disregarded Entity
- Estate
- Individual/Sole Proprietor
- Non-Profit Organization
- Partnership
- Trust

Entity classification

Do you know the taxpayer's entity classification?

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

New taxpayer registration

New taxpayer registration

Instructions

New taxpayer registration

Whether you are a new taxpayer or an existing taxpayer, you can register your business or individual account with the City of Philadelphia to determine which taxes you are required to file and pay. The City of Philadelphia has different entity classifications for different types of businesses. If you are not sure which entity classification to use, you can click on the link below to learn more.

- As a business owner, you can register your business as:
- Non-Profit Organization
- Partnership
- Trust
- Disregarded Entity
- Individual/Sole Proprietor
- Estate
- Non-Profit Organization
- Partnership
- Trust

If you are not sure which entity classification to use, you can click on the link below to learn more.

Registration type

Are you a new taxpayer or an existing taxpayer?

Yes No

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 >

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 types.
Residential landlords conducting business in Philadelphia will need to pay
Business Income & Receipts Tax (BIRT)
and Net Profits Tax (NPT)

Mailing Address

Enter YOUR mailing address, NOT your rental property address.

Country	USA		
Street			
Street 2			
Unit Type		Unit	
City	PHILADELPHIA	State	PENNSYLVANIA
Zip	19125-4118		
Does the entity own this property?	Yes	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 *		
<i>Required</i>	<i>Required</i>		
Middle Initial	Confirm Email		
Last Name *	Preferred Mail Delivery		
<i>Required</i>	<table border="1"> <tr> <td>Paper</td> <td>Email</td> </tr> </table>	Paper	Email
Paper	Email		
Phone Type *			
<i>Required</i>			
Phone Number *			
<i>Required</i>			
Extension			

Once these screens are completed, the city of Philadelphia will generate a letter that will be mailed to you with a code to access your new online account. You need to wait for this letter. JG Real Estate is not able to expedite this process on your behalf. If you need to access your account before the letter arrives, please contact the tax department at tax.clearance@phila.gov

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>

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



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 SS4

Add attachment

Upload your IRS Form SS-4 here.

Attachments

Add

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

There are no attachments.

Once these screens are completed, the city of Philadelphia will generate a letter that will be mailed to you with a code to access your new online tax account. JG Real Estate is not able to expedite this process on your behalf. If you need to access your account before the letter arrives, you will need to reach out to the tax department at tax.clearance@phila.gov

All landlords MUST maintain full tax compliance throughout the year. If you do not pay your taxes, you will not be able to renew your rental license next year. You can check your tax compliance status at any time on the Philadelphia tax portal.

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

<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 "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

eCLIPSE works best in Google Chrome.
If you are experiencing issues in another browser, please switch to Google Chrome and try again.

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"

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

* This guide is provided as a courtesy to JGRE property management 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.

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**

Enter in your Mailing Address and click “Next”

Licenses & Inspections
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 upload all required documents on this page. If there are no required documents, click “Next”.

Licenses & Inspections
CITY OF PHILADELPHIA
LIFE LIBERTY AND YOU™

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

The next screen will be the confirmation screen, where you will see if your license has been approved.

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To obtain a Rental License:

<https://eclipse.phila.gov/phillylmsprod/pub/lms/Login.aspx>

Licenses & Inspections
CITY OF PHILADELPHIA
LIVE. CREATE. AND GROW.

Home Search Profile Sign Out

Home

If you have an existing **Activity License**, please click "Associate an Activity License" to connect it to your account. If you do not have an Activity License, please click "Register for a New Activity License."

To associate an existing **Trade License** with your account, you will need the online identification number which is listed on your renewal invoice. Contact [Licenses & Inspections](#) or call 311 (215-686-8686) if you have **not received an invoice**. For assistance, please click [here](#).

ACTIVITY LICENSES

- Register for a New Activity License
- Associate an Activity License

BUSINESS LICENSES

- Apply for a Business License
- Renew a Business License

TRADE LICENSES

- Apply for a Trade License
- Associate a Trade License

To Renew or Amend your Trade license, please associate and then use the corresponding link at the bottom of this page.

Once you've logged into Eclipse, click the link to "Apply for a Business License". Once you've read through the Welcome Screen, click "Next"

Business License Application BA-2023-091982 (Draft)

WELCOME TO THE ECLIPSE LICENSE APPLICATION WIZARD

The eCLIPSE License Application Wizard will help you select and apply for the license(s) specific to your business. For more information on business licenses, please click [here](#).

Please note that you may need one or all of the following before applying for a Business License:

- If you are a for-profit organization, you will need a Tax Account Number (aka: Tax ID). Click [here](#) for more information.
- All organizations must obtain an Activity License Number. Click [here](#) for more information.
- Certain licenses require additional documentation (including approvals from other departments/agencies, bond and insurance forms, and photographs). Click [here](#) for information on the additional documents required for your license(s).

Online payments can **only** be made with a credit card or an e-check. Please note that paper checks can be submitted as e-checks.

Click 'Next' to continue.

Next

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

Business License Application BA-2023-091982 (Draft)

The Activity License(s) associated with your account are listed below. Please select the license from the drop-down menu that you would like to connect to your new Business License.

[Create a new Activity License](#)

Click 'Next' to go to the Business License Application Wizard.

* Activity License: (Select)

Back

Next

Screen ID: 1330

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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:

Business License Application BA-2023-091982 (Draft)

Please answer 'Yes' or 'No' for **all** questions below. Based on your responses, the License Wizard will identify the correct type of Business License for you.

If you select 'Skip', you will be required to manually choose your new Business License type. Skip

Click 'Next' to continue.

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

Back Next

The next screen will show the type of license you are applying for. You need to click the “+License Type” button and search “Rental”

Business License Application BA-2023-091982 (Draft)

LICENSE TYPES

Based on your answers, the license(s) listed below is required for your business.

You may only apply for one license type per application.

To continue the application, you must manually select your license type by clicking the '+ License Type' button below.

Any remaining license types will require separate applications.

For more information on licenses, including associated fees, please visit the [Business License Service Page](#).

Name	Category
Rental	Address-Based

+ License Type

Name	Category
Rental	Address-Based

Back Next

Click on the gray bar that says “rental”, and then click next.

eclipse.phila.gov/phillylmsprod/pub/lms/Lookup.aspx?PossePresentation=License...

License Type Search

Category:

Name:

Search Cancel Cancel and Clear

Name	Category	NAICS
Rental	Address-Based	0

Search Cancel Cancel and Clear

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On the next screen, click “New Business” as your business site, and search the address of your rental property. **Please note: a pop-up search tool will open, so ensure you have pop-ups enabled.** Search for your rental property address, then click next.

BUSINESS SITE

Select the location where your activity will take place. Please note that you can enter only one address (location) and this location must match the official address registered with the Office of Property Assessment.

Address:

[Back](#)

BUSINESS SITE

Select the location where your activity will take place. Please note that you can enter only one address (location) and this location must match the official address registered with the Office of Property Assessment.

Address:

Address: 1028 N 3RD ST, Philadelphia, PA 19123-1532 [Remove](#)

Building 1042371

[Back](#) [Next](#)

*Search for your rental property address. The address shown in this screenshot is for example purposes only and should not be replicated.

Enter your **personal mailing address** here.

BUSINESS SITE

Enter the address where all mail 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:

Line 2:

*City / Town:

*State / Province:

*Country:

*Zip / Postal Code:

[Back](#) [Next](#)

Screen ID: 13

Enter your name as it appears on your deed, and your phone number.

BUSINESS SITE

Enter the legal name, business details, and phone number for the primary contact of 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:

Business Description:

*Business Phone Number: () - Ext:

[Back](#) [Next](#)

Screen ID: 1:

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Choose how you would like to receive renewal notifications from the city.
Please fill out this screen with your personal information.

Business License Application BA-2023-091982 (Draft)

BUSINESS SITE

Enter the contact information for this business location.

CONTACT INFORMATION

*Renewal Notification Preference: ☐ Email ☐ Mail

Sole Worker: ☐

*Site Contact Name:

Site Contact Email:

*Site Contact Phone: () - Ext: Type:

Secondary Phone: () - Ext: Type:

Answer the questions on this screen. **Managing agent:** you may designate JG Real Estate as your managing agent if you would like JGRE to be able to interact with the Department of Licenses & Inspections on your behalf. Please note this step is **required** for owners who reside outside of Philadelphia.

Business License Application BA-2023-091982 (Draft)

RENTAL

Enter the number of units and select 'Yes' or 'No' to the questions about your rental property. Once all questions have been answered, click 'Next'.

*Number of Units:

*Will any unit in this property be owner occupied? ☐ No ☐ Yes

*You are required to designate a managing agent who lives in or maintains an office within the City of Philadelphia. The Managing Agent will receive and accept, on behalf of the owner, any notices, orders, or summonses issued by the Department and any service of process for all matters related to the relevant property. Will the property owner serve as the Managing Agent for this property? ☐ No ☐ Yes

*USE CLASSIFICATION

Use Classification: A pop-up menu will open. Please select "Residential Dwellings."

Use Classification - Select Categories

Select Categories

☐ Residential Dwellings
Includes hotels, motels, bed & breakfast, etc. Typically defined as Visitor Accommodation in the zoning code. Includes short term rental of properties that are not covered by the primary resident. Excludes Rooming Houses / Boarding Houses.

☐ Living space shared between 4 or more unrelated persons.
Typically, there are shared facilities such as kitchens and/or bathrooms.

☐ Assisted Living
Living space used by individuals that require assistance or supervision in such matters as dressing, eating, diet, financial management, evacuation from the residence in the event of an emergency, or medication prescription for self-administration.


☐ Other

Upload all required forms on the next screen. Once your forms are submitted, click "next" to submit your application and pay the fee.

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Downloading your rental license:

From your Eclipse home screen, click on the property, and then click the gray box underneath “License”.

 **Business License**

(Approved)

LICENSE INFORMATION

BUSINESS

CURRENT

Legal Name: Ferry Real Estate LLC

Doing Business As:

Business Description:

BUSINESS OWNERSHIP

Owned By:

LICENSE TYPES

License Number	Name	Category
864895	Rental	Address-Based

HOUSING INSPECTION LICENSE

	PREVIOUS	CURRENT
Number Of Units:	1	1
Owner Occupied:	<input type="radio"/> No	<input type="radio"/> No

APPLICATION ACTIVITIES

This is where you can make requests on your application. Eligible request types will appear depending on what status your application is in. The requests can include:

WITHDRAW APPLICATION

You cannot withdraw this application at this time.

LICENSE

Navigate to the license below to print the license document and review license information.

License

864895: Rental (Active) Ferry Real Estate LLC - Expires: Mar 29, 2024

REQUEST INSPECTION

You cannot request an inspection at this time.

LICENSE ACTIVITIES

This is where you can make requests on your license. The eligible request types will appear depending on what your license status is. The requests can include:

PA 19145-

INITIATE RENEWAL

You cannot renew this license at this time.

DOWNLOAD LICENSE

Download License

REQUEST INSPECTION

You cannot request an inspection at this time.

APPLY FOR AMENDMENT

Apply for Amendment

This will take you to a second page. On the right side of the page there will be a gray box that says “Download License.” Click this, and a new tab should open where you can download a PDF copy of your rental license.

Nicely done!

Please email a copy of your rental license to accounts@jg-realestate.com


Rental License Renewals

<https://eclipse.phila.gov/phillylmsprod/pub/lms/Login.aspx>

Rental licenses must be renewed annually. JGRE can renew your rental license on your behalf, however we have provided instructions in case you'd like to handle renewals yourself. From the eCLIPSE homescreen, click the gray tab that says "My Businesses" and then click on the property of the rental license you'd like to renew.


You should see a blue link that says "renew license", please click that.

BUSINESS OWNERSHIP

 JARED D GRUBER (Individual)

LICENSES

Click on a row to view license details, or click the "Renew License" link to initiate a license renewal.

License Number	License Type	License State	Renewed On	Expiration Date	
489350	Activity	Active	Dec 7, 2009	N/A	
866605	Rental	Active	Apr 20, 2022	Apr 20, 2023	Renew License 

BUSINESS INFO

Hit "next"



Business License Renewal BR-2023-092039 (Draft)

The following license(s) are grouped together and will be Renewed and/or Amended at the same time.

License Number	Name	Category
866605	Rental	Address-Based

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Answer the questions on the screen. **Managing agent:** you may designate JG Real Estate as your managing agent if you would like JGRE to be able to interact with the Department of Licenses & Inspections on your behalf. Please note this step is **required** for owners who reside outside of Philadelphia.

RENTAL

Enter the number of units and select 'Yes' or 'No' to the questions about your rental property. Once all questions have been answered, click 'Next'.

* Number of Units:

* Will any unit in this property be owner occupied? ☐ No ☐ Yes

* You are required to designate a managing agent who lives in or maintains an office within the City of Philadelphia. The Managing Agent will receive and accept, on behalf of the owner, any notices, orders, or summonses issued by the Department and any service of process for all matters related to the relevant property. Will the property owner serve as the Managing Agent for this property? ☐ No ☐ Yes

* This guide is provided as a courtesy to JGRE property management 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.

If you are required to upload any documents, please do so on this screen using the “upload file” button. Then, click “next”.

Business License Renewal BR-2023-092039 (Draft)

You may need to attach documents to your application. Documents listed below as 'Required' must be attached. To upload the document(s), click 'Upload File'. Once all required documents have been uploaded, click 'Next'.

DOCUMENTS TO ATTACH

Uploaded	Document Type	Description	Sample Form	
	Affidavit of Continuous Use	In addition to the CO, an Affidavit of Continuous Use must be submitted for an existing use if no rental license has been issued within the past 3 years.	Open	Optional
	Affidavit of Non-Rental	Affidavit to be submitted if a unit is occupied by the owner or a family member who does not pay rent.	Open	Optional
	Miscellaneous	Miscellaneous Document.	None	Optional
	Proof of Use and Occupancy	Copy of a CO must be provided. A prior rental license or zoning permit may be accepted under limited circumstances.; Copy of a CO must be provided. A prior rental license or zoning permit may be accepted under limited circumstances.; Copy of a CO must be provided. A prior rental license or zoning permit may be accepted under limited circumstances.	None	Optional
	Proof of ownership	Proof of ownership in the form of a recorded deed, executed settlement sheet, or OPA record must be provided.	None	Optional
	Rental License Supplemental Information Form	Supplemental form to be submitted with a new rental license application.	Open	Optional

UPLOADED DOCUMENTS

* Attachment Type

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Screen ID: 1243376

Click “Pay Online” to submit payment for your license renewal.

LICENSE TERM

Previous Effective Date: Apr 21, 2022

Previous Expiration Date: Apr 20, 2023

New Effective Date: Apr 21, 2023

New Expiration Date: Apr 20, 2024

FEES

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

Description	Amount	Balance
Rental License Renewal Fee	\$63.00	\$63.00

Back Pay Online Print Invoice Save

Follow the instructions on the payment portal.
It will then redirect you back to eCLIPSE, where you will see a message like this:



Business License Renewal BR-2023-092039 (Submitted)

CONFIRMATION

Your license renewal was submitted successfully. You will be notified when your license renewal has been processed.

**Renewal
Number:** BR-2023-
092039

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

Licenses are sometimes immediately approved after renewal. Other times, it can take a few business days. You will receive an email when your license renewal has been approved.

Please note: If you are not compliant on your city of Philadelphia taxes, you will not be able to renew your license and will get an error message stating that.

You will have to reach out to the tax compliance department at tax.clearance@phila.gov to resolve this. JG Real Estate does not handle tax related matters and will not be able to assist. It can take several weeks for the tax department to return your email, so please be patient.