

## Steps to acquire all documents needed for renting your property

1. Certification of Lead-Safe  
Status page 3



2. Philadelphia Tax Account Number  
page 3



3. Commercial Activity License  
page 12



4. Rental License  
page 15

**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 a Department of Licenses & Inspections (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.

#### **Rental License FAQ:**

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

#### **Help using eCLIPSE, eCLIPSE FAQ, and instructional videos:**

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

#### **PhilaDox Online Document Searching: (for proof of ownership or zoning)**

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

#### **Download Zoning Permit: (multi-family properties)**

<https://atlas.phila.gov/>

#### **Contact a Licenses & Inspections Professional:**

<https://www.phila.gov/departments/department-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 one-time 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:

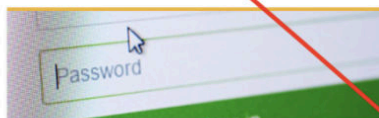
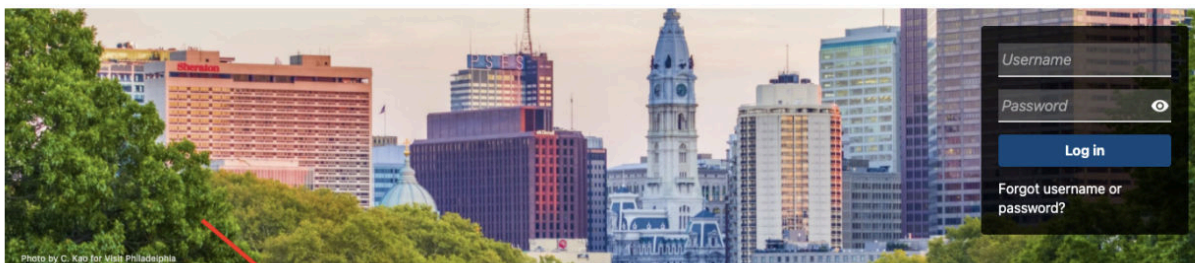
[Tax-services.phila.gov](https://tax-services.phila.gov)

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](mailto:tax.clearance@phila.gov) or contact an accounting professional.

**Click “New Taxpayers” and enter your information appropriately.**



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.



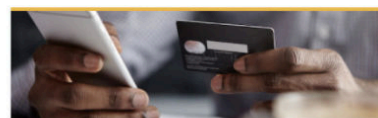
#### Existing taxpayers

Create a username and password



#### New taxpayers

Register as a Philadelphia payer



#### Payments

Make an online payment now

Every ownership entity needs its own tax account number.  
 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 another entity name such as an LLC, skip to page 8.**

### Registration type

Are you a third party tax professional registering on behalf of your client?

 Yes

 No





### 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?



### Entity selection

Please select an entity classification.

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

Select your ownership entity classification



## New taxpayer registration

Instructions Entity classification Entity type Tax type selection

### Tax types

Select the tax types that you would like to register for with the Department of Revenue. At least one tax type is required to complete this registration.

Amusement

Business Income and Receipts

Earnings (Employees only)

Hotel

Liquor

Mechanical Amusement

Net Profits

**Select your applicable tax types.**  
**All landlords must file Business Income and Receipts. (BIRT) Net Profits (NPT) must be filed if you are an individual, partnership, association, or trust. Corporations are exempt from NPT.**  
**If you have a COMMERCIAL tenant, you must also file Use & Occupancy (U&O)**

### ID and Name

ID type  
 Social Security Number

Social Security Number \*  
 Required

First name \*  
 Required

Middle name

Last name \*  
 Required

Enter your business start date. For School Income Tax accounts, enter the date your tax liability began. \*  
 Required

Are you using a Trade Name?  
 Yes No

**Enter your personal information here**

receipts and Net Profits tax

receipts

### North American Industry Classification System (NAICS)

The North American Industry Classification System is used by Federal Statistical Agencies for the collection, analysis and publication of statistical data related to the US economy.

- You can search for your NAICS code by clicking the Search button. (If you already know your NAICS code, enter it in the box on the right.)
- When you click Search, you will be prompted to enter a Keyword to describe your business/organization.
- In most cases, you will see a list of choices of NAICS Codes to pick from.
- There may be multiple pages of NAICS Code choices. Use Page Turner in upper right corner.
- If you don't see a choice that describes your business/organization, enter a different Keyword, or try a shortened version of a keyword you tried previously.

**The NAICS code for landlords is 531110**

**Search by industry** or NAICS Code

531110

This industry comprises establishments primarily engaged in acting as lessors of buildings used as residences or dwellings, such as single-family homes, apartment buildings, and town homes. Included in this industry are owner-lessors and establishments renting real estate and then acting as lessors in subleasing it to others. The establishments in this industry may manage the property themselves or have another establishment manage it for them. Cross-References. Establishments primarily engaged in managing residential real estate for others are classified in U.S. Industry 531311, Residential Property Managers.

[Business Income and Receipts and Net Profits Tax](#)
[Business Income and Receipts](#)
[Mailing Address](#)

### Mailing Address

Country

Street \*

Street 2

Unit Type  Unit

City \*  State

Zip \*

Does the entity own this property? \*  Yes  No

[Validate address](#)

**Please enter YOUR PERSONAL mailing address here, NOT the rental property address.**  
**They will have to send you a letter in order to finish your account setup, so it is imperative that you input an address you'll have permanent access to.**

[Receipts and Net Profits Tax](#)
[Receipts](#)

### Add business location address

Is your business location the same as your mailing address?

Yes  No

Do you have more than one business location in Philadelphia or nearby? (PA, DE, NJ)

Yes  No

### Add rental properties

Do you own any rental properties in Philadelphia or nearby? (PA, DE, NJ)

Yes  No

Do you own multiple rental properties in Philadelphia or nearby? (PA, DE, NJ)

Yes  No

**HERE is where you will input your RENTAL property address(es).**  
**If you have multiple rental properties under the SAME ownership entity, you'll click "Yes" to question 2.**

### Rental properties

Street \*

Street (Optional)

Unit Type (Optional)  Unit (Optional)

City \*  State

Zip \*

[Validate Address](#)

**If you have multiple properties under DIFFERENT ownership entities, please only input the ones owned under the entity you are currently registering.**

Use the table below to add properties within the city of Philadelphia you own.

### Properties I Own

[Add properties you own here.](#) [+ Add a property](#)

| OPA Number                             | Street Address |
|--|----------------|
| I have not claimed any properties yet. |                |

**Contact information**

First Name \*  
Required

Middle Initial

Last Name \*  
Required

Phone Type \*  
Required

Phone Number \*  
Required

Extension

Email \*  
Required

Confirm Email

Preferred Mail Delivery  
Paper Electronic

**Fill this out with YOUR contact information.**

**Username and password**

Username \*  
Required

Password \*  
Required

Confirm Password

Secret Question \*  
Required

Secret Answer \*  
Required

Confirm Answer \*  
Required

**Password requirements**

- You cannot reuse passwords
- Minimum 11 characters
- Passwords must contain both letters and numbers
- Passwords must contain both uppercase and lowercase letters
- Passwords must contain special characters

**Create your username and password and save it.  
You will use this website to file taxes later.**

**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](mailto:tax.clearance@phila.gov)**

**If you own the property under an LLC or other corporate entity, 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>**



Select your entity classification. LLC is selected as an example for this guide, but specific steps may vary based on your selection.

**Entity classification**

Do you know the taxpayer's 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

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

**Attachments** Add

| Type                      | Name | Size |
|---------------------------|------|------|
| There are no attachments. |      |      |

**New taxpayer registration**

Progress bar: Instructions, Entity classification, Entity type, Tax type selection

**Tax types**

Select the tax types that you would like to register for with the Department of Revenue. At least one tax type is required to complete this registration.

- Amusement
- Business Income and Receipts
- Earnings (Employees only)
- Hotel
- Liquor
- Mechanical Amusement
- Net Profits

**Select your applicable tax types.**

All landlords must file Business Income and Receipts. (BIRT)  
Net Profits (NPT) must be filed if you are an individual, partnership, association, or trust. Corporations are exempt from NPT.  
If you have a COMMERCIAL tenant, you must also file Use & Occupancy (U&O)

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### ID and Name

ID type  
Federal Employer ID

Federal Employer ID  
\*\*\_\*\*\*9999 *\*text filled out is for example purposes only.*

Legal name  
LANDLORD LLC *Please fill out your info.*

Enter your business start date. For School Income Tax accounts, enter the date your tax liability began.  
04-Mar-2025

Are you using a Trade Name?  
Yes  No

Enter your EIN and company name

### New taxpayer registration



### Responsible Party information

Please list all Responsible Parties. For example: corporate officers, members, etc. You must provide at least one entry.

| Start Date                                  | ID | Name | Address | Address Status |
|---|----|------|---------|----------------|
| There are no responsible party information. |    |      |         |                |

+ Add a Record

Designate a responsible party for the company. You will need to provide their SSN, address, and contact info.

### North American Industry Classification System (NAICS)

The North American Industry Classification System is used by Federal Statistical Agencies for the collection, analysis and publication of statistical data related to the US economy.

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- When you click Search, you will be prompted to enter a Keyword to describe your business/organization.
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- If you don't see a choice that describes your business/organization, enter a different Keyword, or try a shortened version of a keyword you tried previously.

Search by Industry or NAICS Code

**531110**

This industry comprises establishments primarily engaged in acting as lessors of buildings used as residences or dwellings, such as single-family homes, apartment buildings, and town homes. Included in this industry are owner-lessors and establishments renting real estate and then acting as lessors in subleasing it to others. The establishments in this industry may manage the property themselves or have another establishment manage it for them. Cross-References. Establishments primarily engaged in managing residential real estate for others are classified in U.S. Industry 531311, Residential Property Managers.

The NAICS code for landlords is 531110

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The rest of the questions will ask for addresses, contact, and other personal information.

Your MAILING ADDRESS and BUSINESS SITE MUST be somewhere you can continue to receive mail. They will be mailing you a letter to finish the account setup.

RENTAL PROPERTY ADDRESS is where you will input the address(es) of your rental property/properties.

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](mailto: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 YOU™

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### 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"

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### 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 License Type and fill in your information, click "Next"

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### 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

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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™

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**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"

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CITY OF PHILADELPHIA  
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**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  
LIFE, LIBERTY AND JUSTICE

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**      **BUSINESS LICENSES**      **TRADE LICENSES**

[Register for a New Activity License](#)      [Apply for a Business License](#)      [Apply for a Trade License](#)  
[Associate an Activity License](#)      [Renew a Business 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-2025-075610 (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 visit our [Business License Service Page](#).

**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-2025-075610 (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.

Click 'Next' to go to the Business License Selection Screen.

[Create a new Activity License](#)

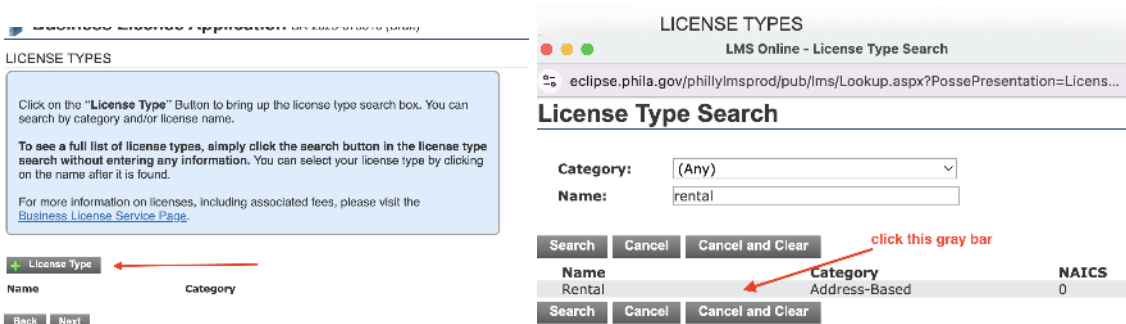
\*Activity License: (Select)

**Back** **Next**

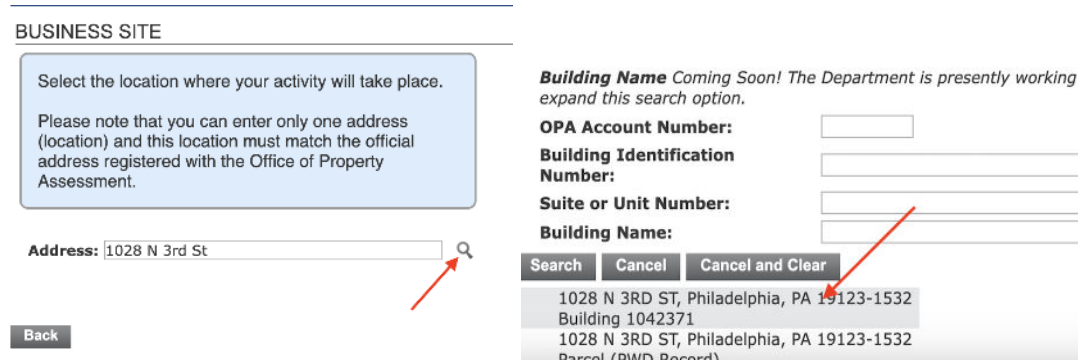
Screen ID: 133

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Next, select the type of license you are applying for. Click the “+ License Type” button. **Please note: a pop-up search tool will open, so ensure you have pop-ups enabled. You may have to manually enlarge the pop-up window.** Search “Rental” in the pop-up window, click it, then click “Next”

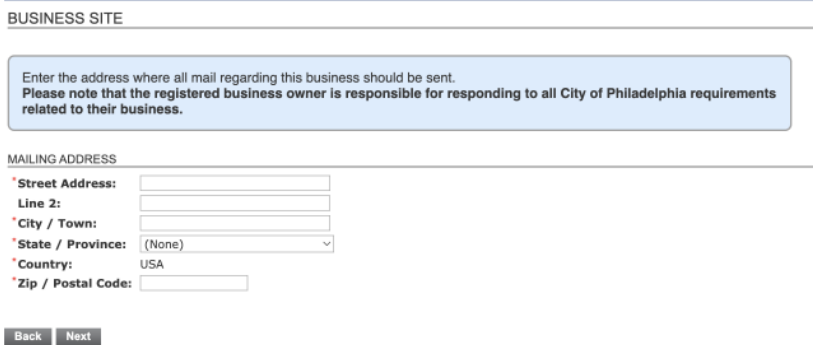


On the next screen, click “New Business” as your business site, then click “Next.” Type the address of your rental property in the search bar, and click the search icon. A pop-up window will open for you to select your rental property address. **You may have to manually enlarge the pop-up window.** At the bottom will be a gray bar with the address. Click that, and the pop-up will close. Then click “Next”.



*\*The address shown in this screenshot is for example purposes only and should not be replicated.*

Enter your **personal mailing address** here.



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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:

Screen ID: 11

Choose how you would like to receive license renewal notifications from the city. Your rental license has to be renewed annually. Please fill out this screen with your personal information.

**Business License Application BA-2025-075610 (Draft)**

**BUSINESS SITE**

Enter the contact information for this business location.

**CONTACT INFORMATION**

\*Renewal Notification Preference:  Email  Mail

\*Site Contact Name:

\*Site Contact Email:

\*Site Contact Phone: (  )  -   Ext:  Type: (None)

Secondary Phone: (  )  -   Ext:  Type: (None)

you must select a phone number type

Select your business start date (put today's date, or you can put the future lease start date if you have an executed lease.)

**Business License Application BA-2025-075610 (Draft)**

**LICENSE DETAILS**

Please provide the 'Activity Start Date' (the date your business activity will begin). Click inside the 'mmm dd yyyy' box to choose the date from the pop-up calendar. Click 'Next'.

\*Activity Start Date:

Screen ID: 11

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-2025-075610 (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

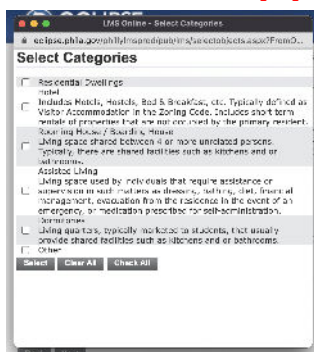
\*You are required to designate a managing agent who lives in or maintains an office within the City of Philadelphia. The Managing Agent will receive and accept, on behalf of the owner, any notices, orders, or summonses issued by the Department and any service of process for all matters related to the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

\*USE CLASSIFICATION

Select any and all use classifications that apply to your rental property.

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



Upload all required forms. Proof of ownership can be downloaded from [property.phila.gov](http://property.phila.gov). Once your forms are submitted, click “next” to submit your application and pay the application fee.

Document requirements changed by Court Order:

**DOCUMENTS TO ATTACH**

| Uploaded Document Type                       | Description  | Sample Form          |          |
|--|--|----------------------|----------|
| Proof of ownership                           | Proof of ownership in the form of a recorded deed, executed settlement sheet, or OPA record must be provided.  | None                 | Required |
| Rental License Supplemental Information Form | Supplemental form to be submitted with a new rental license application.   | <a href="#">Open</a> | Required |
| 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.  | <a href="#">Open</a> | 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.   | <a href="#">Open</a> | Optional |
| Miscellaneous                                | Miscellaneous Document.  | None                 | Optional |
| Proof of Use and Occupancy                   | Copy of a CO must be provided for buildings with 2 or more units. A copy of a prior rental license or zoning permit may be accepted under limited circumstances. Refer to the Rental license proof of use and occupancy information sheet for more detail.; Copy of a CO must be provided for buildings with 2 or more units. A copy of a prior rental license or zoning permit may be accepted under limited circumstances. Refer to the Rental license proof of use and occupancy information sheet for more detail.; Copy of a CO must be provided for buildings with 2 or more units. A copy of a prior rental license or zoning permit may be accepted under limited circumstances. Refer to the Rental license proof of use and occupancy information sheet for more detail. | None                 | Optional |

**UPLOADED DOCUMENTS**

Upload File

| * Attachment Type | Description | Acceptance Status |
|-------------------|-------------|-------------------|
| Back              |             | Next              |

You will receive an email within 5-10 business days asking you to pay a second fee. This means your license was approved. After the second payment has been made, you will automatically be redirected back to Eclipse to download the actual license.

If you need to re-submit your application due to incomplete or missing information, you will not have to pay the first fee again.



## 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                             |
|-------------------------|--------------------------|-------------------------------------|
| <b>Number Of Units:</b> | 1                        | 1                                   |
| <b>Owner Occupied:</b>  | <input type="radio"/> No | <input checked="" type="radio"/> No |

---

**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

**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.

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.

Please email a copy of your rental license to [accounts@jg-realestate.com](mailto:accounts@jg-realestate.com)

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## 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    | <a href="#">Renew License</a> ← |

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 |

[Back](#) [Next](#) ←

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.

 Business License Renewal BR-2023-075368 (Draft)

RENTAL

Please validate your Rental License details below under "Current".

|   | PREVIOUS  | CURRENT  |  |
|---|---|--|--|
| * Number Of Units:  | 1   | 1  |  |
| * Owner Occupied:   | <input type="radio"/> No<br><input type="radio"/> Yes | <input type="radio"/> No<br><input type="radio"/> 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. | <input type="radio"/> No<br><input type="radio"/> Yes | <input type="radio"/> No<br><input type="radio"/> Yes            |  |
| Will the property owner serve as the Managing Agent for this property?  | <input type="radio"/> No<br><input type="radio"/> Yes | <input checked="" type="radio"/> No<br><input type="radio"/> Yes |  |
| 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.  |   |  | <input type="radio"/> No<br><input type="radio"/> Yes            |
| Will the property owner serve as the Managing Agent for this property?  |   |  | <input checked="" type="radio"/> No<br><input type="radio"/> Yes |
| Managing Agent Name:  | JG Real Estate  |  | <input type="text" value="JG Real Estate"/>                      |
| Mailing Address Line 1:   | 1028 N 3rd St   |  | <input type="text" value="1028 N 3rd St"/>                       |
| Mailing Address Line 2:   |   |  | <input type="text"/>   |
| Zip Code:   | 19123   |  | <input type="text" value="19123"/>                               |

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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.   | <a href="#">Open</a> | 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.  | <a href="#">Open</a> | 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.; | 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.  | <a href="#">Open</a> | Optional |

UPLOADED DOCUMENTS

[Upload File](#)

\* Attachment Type                      Description                      Acceptance Status

[Back](#)    [Next](#) ←

Screen ID: 1243376

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

**FEES**

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

| Description                | Amount  | Balance |
|----------------------------|---------|---------|
| Rental License Renewal Fee | \$69.00 | \$69.00 |

[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](mailto: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.

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