

# Evictions Unlimited



## **PHILADELPHIA MULTIPLE-FAMILY DWELLING LICENSE**

A Multiple-Family Dwelling License issued by the Philadelphia Department of Licensing and Inspections is required of any person who operates a multiple-family dwelling (three or more dwelling units), whether rental, cooperative or condominium.

Owners of multiple-family dwellings must have a Multiple-Family Dwelling License, a Business Privilege License, a Business Tax Number and Zoning approval.

Only one Business Privilege License and one Business Tax Number is required of one person, no matter how many properties a person has. The Business Privilege License fee is a one time fee.

Each time a dwelling unit is rented to a new tenant, the owner must give the tenant a written statement certifying that the rental unit is licensed, and listing the license number.

The owner of a multiple-family dwelling is required to name a managing agent over the age of eighteen years to receive service of notices, orders or summonses issued by the Department of Licenses and Inspections.

The managing agent is required to have a residence or a regularly attended business office within the City of Philadelphia. If the owner meets these qualifications, he or she may be designated the managing agent.