

# A CHECKLIST OF THE BASIC REQUIREMENTS FOR PHILADELPHIA RENTAL OWNER

IRPM is happy to assist in obtaining any of the items listed below, please ask us how we can help!

## OWNER REQUIREMENTS - SUBMIT TO MANAGEMENT

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| <input type="checkbox"/> <b>COMMERCIAL ACTIVITY LICENSE</b><br>Also referred to as CAL. This can be applied for on the Eclipse website. This license is required to do business in Philadelphia          | <input type="checkbox"/> <b>LEAD PAINT TESTING</b><br>Owners must certify that they are following rules related to lead safety. For properties built before March 1978, the owner must submit lead certification and inspection reports to the Department of Public Health. |
| <input type="checkbox"/> <b>BUSINESS INCOME AND TAX RECEIPTS FORM</b><br>BIRT numbers are assigned by the Department of Revenue to identify tax accounts. You use this number to apply for all licenses. | <input type="checkbox"/> <b>RENTAL LICENSE</b><br>One license can cover all units within a single address. The owner must name a local managing agent when applying for the Rental License.   |

## OWNER REQUIREMENTS - SUBMIT TO TENANT (MCSHERRY HANDLES)

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| <input type="checkbox"/> <b>PARTNERS FOR GOOD HOUSING</b><br>This required pamphlet explains the minimum health, safety, and maintenance standards for houses and apartments.                 | <input type="checkbox"/> <b>LEAD PAINT</b><br>Tenants will be provided the lead hazard exposure pamphlet in properties built before 1978.  |
| <input type="checkbox"/> <b>CERTIFICATE OF RENTAL SUITABILITY</b><br>Certifies the property is safe and habitable and has fire protection and smoke detectors that are in good working order. | <input type="checkbox"/> <b>BEDBUG DISCLOSURE</b><br>An informational notice from the City and a written description of bed bug infestation and remediation in the rental unit within the preceding 120 days and of any ongoing remediation. |