

Dear Client -

According to Philadelphia L&I, owners are responsible for obtaining the correct licenses. They will no longer allow Property Management Companies to do this on behalf of owners. Please read, in detail, in the instructions provided directly from Philadelphia L&I.

Prior to obtaining any L&I license, you must obtain a business tax account number from Revenue Register for a business tax account number online at: <https://ework.phila.gov/revenue/> or at the Municipal Services Building, Concourse level, Monday-Friday from 8:30 a.m. to 5:00 p.m.

The Business Income & Receipts Tax (BIRT), formerly called the Business Privilege Tax, applies to every individual, partnership, association and corporation engaged in a business, profession or other activity for profit within the City of Philadelphia, whether or not they earned a profit during the preceding year. Freelance work, consulting, and rental activities are usually considered to be business activities and they all must file a Business Income & Receipts Tax return. BIRT must be filed and paid to the City by April 15.

Individuals and partnerships must also file the Net Profits Tax. Returns and payments for this tax are also due by April 15, and can be done electronically: <https://ework.phila.gov/revenue/>

For more information about which taxes you are liable for, visit: <https://beta.phila.gov/services/business-taxes/> or contact a tax professional.

If you need additional tax information, contact Revenue at 215-686-6600 or revenue@phila.gov

To obtain any L&I licenses, you must have an Eclipse account.

If you do not have an Eclipse account, please visit <https://eclipse.phila.gov/phillylmsprod/pub/lms/Login.aspx> and register.

Once registered, you will receive an email to validate the account.

After validating the account, log in and click on register for a new activity license, choose commercial activity license. After that license is issued, you can then apply for the rental license.

Regards,
Customer Support