

## Certificate of Rental Suitability Frequently Asked Questions for Property Owners

**1. Do I need to obtain Certificates for each of my current tenants?**

No, the ordinance requires that a Certificate of Rental Suitability be purchased and supplied to the tenant at the INCEPTION of the tenancy. You are not required to provide a certificate to any tenant who signed a lease prior to September 5, 2006. Unless otherwise stipulated, the “inception” of tenancy is considered to be the date that the lease is signed.

**2. Where can I obtain a Certificate?**

You may apply on-line at the Department of Licenses & Inspections’ website ([www.phila.gov/li/index.html](http://www.phila.gov/li/index.html)).

- or -

You may apply in person at the Department of Licenses and Inspections, Certifications Unit, Public Services Concourse in the Municipal Services Building, 1401 John F. Kennedy Blvd.

**3. What is the cost of a Certificate?**

The cost of an on-line application for a Certificate is \$25 plus a \$3 service charge.  
The cost of an in-person application for a Certificate is \$25.

**4. How long is a Certificate valid?**

A certificate is valid for 60 days.

**5. After 60 days, do I have to give my tenant another Certificate?**

You only have to supply one Certificate to the tenant at the start of the tenancy and this Certificate must have been issued within 60 days prior to the start of the tenancy. You are not required supply any additional Certificates to the same tenant.

**6. If I have two or more new tenants, do I need to purchase a separate Certificate for each tenant?**

No, you only need to purchase one Certificate from the City. You may print a copy of this for any tenant who signs a lease during the 60 days the Certificate is valid. You must however fill-in the specific rental unit number and sign the copy that is presented to the individual tenant.

**7. What information do I need in order to purchase a Certificate?**

You must supply either your Housing Inspection License number or the Board of Revision of Taxes official address for the property. In addition, if applying online, you will need a valid credit card number.

**8. What if I don’t have a credit card?**

You may apply in person at the Department of Licenses and Inspections, Certifications Unit, Public Services Concourse in the Municipal Services Building, 1401 John F. Kennedy Blvd.

**9. What should I do if I am denied a Certificate?**

You will be denied a Certificate if your license is invalid or expired or if there are critical code violations on record at your property. Call 216-686-2463 to inquire about your license and/or to arrange for a re-inspection after you have corrected the violations.