



# City of Philadelphia

City Council  
Chief Clerk's Office  
402 City Hall  
Philadelphia, PA 19107

**BILL NO. 080013**

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**Introduced January 24, 2008**

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**Councilmember Tasco**

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**Referred to the  
Committee on Licenses and Inspections**

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## **AN ORDINANCE**

Amending Title 9 of The Philadelphia Code, entitled "Regulation of Businesses, Trades and Professions," by adding a section requiring property managers and managing agents to provide the City with certain information in connection with the properties they manage and for which they serve as managing agents, all under certain terms and conditions.

*THE COUNCIL OF THE CITY OF PHILADELPHIA HEREBY ORDAINS:*

Section 1. Title 9 of The Philadelphia Code is amended to read as follows:

TITLE 9. REGULATION OF BUSINESSES, TRADES AND PROFESSIONS.

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*CHAPTER 9-3100. PROPERTY MANAGERS AND MANAGING AGENTS.*

*§ 9-3101. Definitions.*

(1) *Property Manager.* A person or business that provides regular and general property maintenance and management services for one or more property owners.

(2) *Managing Agent.* A person or business that serves as a managing agent for purposes of Subsection PM-102.6.5 of Title 4 of this Code.

*§ 9-3102. Requirement to Provide Information.*

# City of Philadelphia

BILL NO. 080013 continued

(1) *On or before March 1st of each year, all property managers and managing agents shall provide the Department, in a form specified by the Department, the following, which the Department shall maintain in a form accessible to other City departments:*

- (a) *The name, address and phone number of the property manager or managing agent;*
- (b) *The business privilege tax number of the property manager or managing agent;*
- (c) *A list of the properties managed or for which the agent serves as managing agent.*
- (d) *Property managers shall provide the following in connection with each property:*
  - 1. *The name of the person primarily responsible for management of the property;*
  - 2. *The business and emergency telephone numbers for such person;*
  - 3. *The name, address and telephone number of the record owner for each property; and*
  - 4. *A description of the use of the building, the type of construction and height of the building, the number of rooms or apartments, if residential, whether the building is vacant or occupied, and the number of individuals residing in each unit, if known.*

(2) *Property managers and managing agents shall update the reports required by this Section as needed, to add and delete properties managed or no longer managed by the persons or company and report changes in the ownership of the property within thirty days of the change of the status of the property.*