

1105 8TH ST APPEAL

SUPPORT DOCUMENTS

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- APPEAL DENIED FORM
- SWORN AFFIDAVIT
- APPEAL FEE PAID RECEIPT
- HOUSING REGISTRATION APPLICATION FROM 2022
- INSPECTION FEE INVOICES
- NO SHOW FEE INVOICES
- 2020 INSPECTION REPORT
- COMPLIANCE LETTER
- INSPECTION FEE SUMMARY
- HOUSING APPLICATION FEE SUMMARY
- BETHESDA COUNTY RECORD
- NOTICE OF VIOLATION (HOUSING REGISTRATION REQUIREMENTS)
- INSPECTION LETTERS FROM 2003 TO 2025



Property Maintenance Division Review/Appeal Form

Purpose: ~~Review of a City of Reading Ordinance~~

OFFICE USE
DATE RECEIVED <u>7/27/11</u>
BY <u>[Signature]</u>

APPELLANT INFORMATION

NAME

Andres E. Henriquez

EMAIL henriadaschevalier.com

ADDRESS

118 South 8th Street
Reading, PA 19602

PHONE 610-504-6335

☐ Please check box if change of address

1. SUBJECT OF APPEAL

City of Reading Code Fees

2. PROPERTY ADDRESS OF APPEAL

118 South 8th Street Reading, PA 19602

3. REASON FOR APPEAL

Filed Chapter 55 bankruptcy, some of
these bill are in error or duplicated

I hereby certify that the information provided herein is true and correct to the best of my knowledge, information and belief, and that I am not providing any false information.

[Signature]
Andres E. Henriquez
Print Name

[Signature]
Henriadaschevalier.com
Print Name

4. APPLICATION

Mail to: Property Maintenance Office
815 Wilmington Street
Reading, PA 19601

Phone: 610-504-6335

Email: PropertyMaintenance@readingpa.gov
Subject: Reading Appeal

REVIEW/APPEAL 07-18

Incomplete Applications will not be processed.

Page 1 of 2

OFFICE USE

RECORDS - OFFICE USE ONLY

REVIEW / APPEAL FORM

REASON: The applicant has been denied the right to multiple business and residential use. The applicant wants a variance for the subject parcel.

Director of Community Development Division

Printed Name:

If you wish to appeal the above decision you must submit your appeal within 15 days of denial in writing to the Property Maintenance Division Office. You must also include the appropriate appeal fee. Once received you will receive a hearing date for the Codes & Licenses Appeals Hearing Board.

☐ I appeal \$40

☐ I appeal \$100

☐ I wish to appeal the above decision. I have received my permit.

Signature of Property Owner/Partner/Manager/Agent

Title (if Partner/Officer if applicable)

Print Name

Date

Subsequent appeal:

The subsequent appeal must be filed in the Codes & Licenses Division Office. The fee for a subsequent appeal is \$100.



Statement of Account

SWORN AFFIDAVIT

118 S 8TH ST, READING, PA 19602

Owned By: HENRIQUEZ ANDRES F

PO BOX 261
TEMPLE, PA 19660

State of Pennsylvania
County of Berks

I, Andres Henriquez, am employed by the City of Reading. In my capacity as an employee of, and custodian of, records for the City of Reading, the following information regarding violations and fees for 118 S 8TH ST, READING, PA 19602 is true and correct to the best of my knowledge.

Total number of Work Orders: 0

Amount Unpaid: \$0.00

Total Number of Quality of Life Violations: 33

Amount Unpaid: \$560.00

Inspection Fees/Fines Unpaid: \$13,350.00

Housing Fees/Fines Unpaid: \$11,345.00

Total Fees/Fines Unpaid: \$24,695.00

If there are fees due, some of them may be in collections. Any fees in collections must be paid directly to the collection agency. Please contact our office at PropertySales@readingpa.gov for more information.

Copy of bills can be requested by sending an email to PropertySales@readingpa.gov.

Checks and money orders can be made out to: The City of Reading

Checks and money orders can be mailed to: 815 Washington St, Reading PA 19601

Signature of Affiant:

Date:

Andres Henriquez

5/15/2024

INVOICE (INV-00057572)
FOR CITY OF READING

BILLING CONTACT
ANDRES F HENRIQUEZ
PO BOX 267
TEMPLE PA 13560



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00057572	04/26/2020	05/28/2020	Due	NONE

REFERENCE NUMBER	FEE NAME	TOTAL
202268-657045	Appeal Fee	\$100.00
114 S 8TH St Reading, PA		SUB TOTAL \$100.00

REMITTANCE INFORMATION:
City of Reading 815 Washington Street Reading, PA 19601

TOTAL	\$100.00
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END

4-23-20

City of Reading



APPLICATION HOUSING REGISTRATION

Follow instructions on back of registration
- Sheet, for further information call
1-800-727-0204

WHEN COMPLETED, MAIL TO:

CITY OF READING
Planning & Zoning Division
615 WASHINGTON STREET, SUITE 300
READING, PA 19602-1011

OFFICE USE
DATE RECEIVED
3/14
INITIALS
SP

USE A BANK CHECK OR PAYMENT ORDER FOR ALL FEES
PAID TO CITY OF READING

PURPOSE: Owners of residential and mixed-use parcels are required to apply for a housing registration issued by the City of Reading Property Maintenance Division. Housing registration is required within 30 days of the change of ownership or change of use and annually thereafter.

I. APPLICATION TYPE

☐ New Owner

☒ Reinstatement

☐ Change of Use

A. Property Address

118 South 9th Street

CITY

STATE

ZIP CODE

READING

PA

19602

B. Owner's Mailing Address (if different from property address) ☐ YES ☒ NO

C. Owner Name (First, Last)

Andres E. Hernandez

D. Owner Mailing Address

P.O. Box 261, Temple, PA 19560

E. Owner Mailing Address No.

610-544-6339

F. Owner Mailing Address No.

G. Owner Mailing Address

610-544-6339

H. Owner Mailing Address

monandres@comcast.net

III. IDENTIFICATION (Please check only)

☒ Driver's License

☐ Passport

☐ State Government ID

IV. FEE (If applicable, please attach fee payment)

XX. Amount of Fee (Please attach fee payment)

349.705

13. RESPONSIBLE LOCAL AGENT (If different from owner, please attach City of Reading ID number)

(Please check only) ☐ Owner's Agent

☐ Agent

☐ State Government ID

14. Fee

OFFICIAL

1

DE

ONE

OF ONE

16. City of Reading No.

17. State of Reading No.

18. Zip Code

19. E-Mail Address

20. PROPERTY CLASSIFICATION (required for all units)

OWNER OCCUPIED SINGLE FAMILY DWELLING
(you are the owner & live at the property)

1

OCCUPANCY STATUS

☒ Occupied
GO TO LINE 21

FAMILY OCCUPIED HOUSE (you are the owner & live at the property with family members)

1

☒ Occupied
GO TO LINE 22

HOUSE (you own a single family house but do not live at the property)

1

☐ Vacant ☒ Occupied

APARTMENT (multi-unit property)

5

☒ Vacant ☐ Occupied ☐ Other

MIXED USE (commercial & residential property)

Commercial

☐ Vacant ☒ Occupied

Residential

☐ Vacant ☒ Occupied ☐ Other

OTHER

☒ Vacant ☐ Occupied

Pennsylvania
COMMERCIAL
DRIVER'S LICENSE
NOT FOR REAL ID PURPOSES

DOB: 30 301 041
EXP: 11/30/1976
EXP: 12/01/2025
EXP: 11/24/2021

1 HENRIQUEZ
2 ANDRES FRANCISCO
3 125 CLOAK STREET
4 READING, PA 19601

12001 M. J. HINES BRO
14000 E. 401
3 CLASS AM
4 BIRTH 01/01/1976
5 12001 M. J. HINES BRO

CDL

Signature: [Handwritten Signature]

12
11/24
11/24
11/24

Fee Summary for Case 203268

118 8TH ST

Bill #	Bill Date	Fee Amount	Amount Paid	Fee Description
1906070	12/13/2023	\$400.00	\$0.00	NO SHOW
1880298	07/07/2023	\$400.00	\$0.00	RESCHEDULE RE-INSPECTION-3RD OCCURRENCE
1869030	05/08/2023	\$400.00	\$0.00	NO SHOW
1863401	02/03/2023	\$400.00	\$0.00	RESCHEDULE RE-INSPECTION-3RD OCCURRENCE
1849510	12/02/2022	\$400.00	\$0.00	NO SHOW
1820949	03/24/2022	\$400.00	\$0.00	RESCHEDULE RE-INSPECTION-3RD OCCURRENCE
1819588	03/04/2022	\$100.00	\$100.00	APPEAL FEE
1785154	09/17/2021	\$400.00	\$0.00	RESCHEDULE RE-INSPECTION-3RD OCCURRENCE
1781681	08/16/2021	\$0.00	\$0.00	QOL VIOL
1781678	08/16/2021	\$75.00	\$0.00	QOL VIOL
1779289	07/21/2021	\$75.00	\$0.00	QOL VIOL
1779281	07/21/2021	\$400.00	\$0.00	NO SHOW
1770838	03/19/2021	\$400.00	\$0.00	NO SHOW
1768457	02/09/2021	\$0.00	\$0.00	QOL VIOL
1736244	08/31/2020	\$75.00	\$0.00	QOL VIOL
1733774	07/27/2020	\$75.00	\$0.00	QOL VIOL
1732699	07/10/2020	\$35.00	\$0.00	QOL VIOL
1694204	10/29/2019	\$400.00	\$0.00	NO SHOW
1687481	08/26/2019	\$400.00	\$0.00	RESCHEDULE RE-INSPECTION-3RD OCCURRENCE
1685277	07/31/2019	\$35.00	\$0.00	QOL VIOL
1682171	06/25/2019	\$400.00	\$0.00	RESCHEDULE RE-INSPECTION-3RD OCCURRENCE
1681321	06/14/2019	\$0.00	\$0.00	QOL VIOL
1676667	04/24/2019	\$400.00	\$0.00	RESCHEDULE RE-INSPECTION-3RD OCCURRENCE
1675869	04/15/2019	\$0.00	\$0.00	QOL VIOL
1611471	10/26/2018	\$250.00	\$0.00	NO SHOW
1604214	08/10/2018	\$400.00	\$0.00	NO SHOW

\$10,705.00

\$100.00

Total Due: \$10,605.00

Fee Summary for Case 203266

118 8TH ST

Bill #	Bill Date	Fee Amount	Amount Due	Fee Description
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\$10,705.00	\$100.00
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Total Due: \$10,605.00

Fee Summary for Case 203268

118 8TH ST

Bill #	Bill Date	Fee Amount	Amount Paid	Fee Description
1597434	06/05/2018	\$0.00	\$0.00	QOL VIOL
1595706	05/21/2018	\$400.00	\$0.00	RESCHEDULE RE-INSPECTION-3RD OCCURRENCE
1587278	03/12/2018	\$75.00	\$0.00	QOL VIOL
1583282	02/05/2018	\$400.00	\$0.00	RESCHEDULE RE-INSPECTION-3RD OCCURRENCE
1553485	11/27/2017	\$400.00	\$0.00	RESCHEDULE RE-INSPECTION-3RD OCCURRENCE
1550621	10/30/2017	\$75.00	\$0.00	QOL VIOL
1546979	09/25/2017	\$400.00	\$0.00	RESCHEDULE RE-INSPECTION-3RD OCCURRENCE
1545362	09/12/2017	\$150.00	\$0.00	QOL VIOL
1542246	08/14/2017	\$75.00	\$0.00	QOL VIOL
1519903	07/18/2017	\$35.00	\$0.00	QOL VIOL
1507687	03/30/2017	\$400.00	\$0.00	NO SHOW
1507685	03/30/2017	\$35.00	\$0.00	QOL VIOL
1460819	08/17/2016	\$400.00	\$0.00	NO SHOW
1454474	06/28/2016	\$35.00	\$0.00	QOL VIOL
1454377	06/28/2016	\$400.00	\$0.00	NO SHOW
1404897	04/27/2016	\$250.00	\$0.00	NO SHOW
1378139	11/30/2015	\$150.00	\$0.00	NO SHOW
612221	07/09/2012	\$705.00	\$0.00	HOUSING INSPECTION

\$10,705.00 \$100.00

Total Due: \$10,605.00

Fee Summary for Case 203268

118 8TH ST

DATE	WH CASE	Task Amount	Amount Paid	Fee Description
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		\$10,753.00	\$100.00	
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Total Due: \$10,853.00

INVOICE (INV-00049905) FOR CITY OF READING

BILLING CONTACT
ANDRES F HENRIQUEZ
PO BOX 281
TEMPLE, PA 19560



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00049905	01/14/2025	02/13/2025	Due	NONE

REFERENCE NUMBER	FEE NAME	TOTAL
RRISIS-014006-2025	S & B Unit - 2 Year Initial Fee	\$295.00
110 S 6TH St Reading, PA	SUBTOTAL	\$295.00

REMITTANCE INFORMATION City of Reading 815 Washington Street Reading, PA 19601
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TOTAL **\$295.00**



INVOICE (INV-00053733) FOR CITY OF READING

BILLING CONTACT
ANDRES F HENRIQUES
PO BOX 261
TEMPLE PA 19560



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00053733	03/24/2026	04/02/2026	Due	NONE

REFERENCE NUMBER	FEE NAME	TOTAL
RR15/6-003226-2026	S & G Unit - 2 Year Reinstatement Fee	\$350.00
118 S 8TH ST Reading, PA	SUBTOTAL	\$350.00

REMITTANCE INFORMATION
City of Reading 845 Washington Street Reading, PA 19601

TOTAL \$350.00



INVOICE (INV 00113206) FOR CITY OF READING

BILLING CONTACT
HENRIQUEZ ANDRES F
PO BOX 261
TEMPLE PA 19563



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
RR11-00013206	08/12/2024	09/12/2024	Due	NONE

REFERENCE NUMBER	FEE NAME	TOTAL
RR11-002007-2024	2nd Attempt 1111 1111 Routine Inspection 9-15 unit	\$250.00
113-S-8Th St Reading, PA	SUBTOTAL	\$250.00

REMITTANCE INFORMATION
City of Reading 815 Washington St Reading, PA 19601

TOTAL **\$250.00**



INVOICE (INV-00014114)
FOR CITY OF READING

BILLING CONTACT
ANDRES P HENRIQUEZ
PO BOX 261
TEMPLE PA 19560



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00014114	08/20/2024	09/21/2024	Due	NONE

REFERENCE NUMBER	FEE NAME	TOTAL
857045	3rd Attempt / No Show/Routine Inspection 4-15 unit	\$480.00
118 S 6th St Reading, PA		SUBTOTAL \$480.00

REMITTANCE INFORMATION
City of Reading 416 Washington Street Reading, PA 19601

TOTAL \$480.00



INVOICE INV-00019300
FOR CITY OF READING

BILLING CONTACT
HENRIQUEZ ANDRES F
PO BOX 281
TEMPE, PA 19366



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00019300	11/15/2024	12/15/2024	Due	3rd Attempt - No Show Routine Inspection 1-15 unit

REFERENCE NUMBER	FEE NAME	TOTAL
RR11-102752-2024	3rd Attempt - No Show Routine (inspection) 1-15 unit	\$400.00
1138 City of Reading, PA	SUBTOTAL	\$400.00

REMITTANCE INFORMATION
City of Reading 815 Washington Street Reading, PA 19601

TOTAL **\$400.00**



**INVOICE (INV-00019301)
FOR CITY OF READING**

BILLING CONTACT:
HENRIQUEZ ANDRES F
PO BOX 261
TEMPE, PA 19560



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00019301	09/15/2025	REVISED	Due	3rd Attempt - No Show Routine Inspection 1-15 unit

REFERENCE NUMBER	FEE NAME	TOTAL
RR1:000075-2024	3rd Attempt - No Show Routine Inspection 1-15 unit	\$488.00
118 S 3TH ST Reading, PA	SUBTOTAL	\$488.00

REMITTANCE INFORMATION
City of Reading 615 Washington Street Reading, PA 19601

TOTAL **\$488.00**



INVOICE (INV-00023916) FOR CITY OF READING

BILLING CONTACT
HENRIQUEZ ANDRES F
PO BOX 261
TEMPLE, PA 19560



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00023916	03/12/2025	04/15/2025	Due	No show fee. Multiple no shows.

REFERENCE NUMBER	FEE NAME	TOTAL
RRH-000264-2025	2nd Attempt - No Show Charge (residential 1-4 S unit)	\$400.00
118 S 8TH St Reading, PA	SUBTOTAL	\$400.00

REMITTANCE INFORMATION
City of Reading 812 Washington Street Reading, PA 19601

TOTAL **\$400.00**



INVOICE (INV-00030940)
FOR CITY OF READING

BILLING CONTACT
HENRIQUEZ ANDRES F
PO BOX 281
TEMPLE, PA 19380



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00030940	05/19/2025	06/19/2025	Due	No show bill 05/19/25

REFERENCE NUMBER	FEE NAME	TOTAL
RR1516-007121-2025	Subsequent Allamed No Show/Routine Inspection #13	\$400.00
178 S 8TH ST Reading, PA	SUBTOTAL	\$400.00

REMITTANCE INFORMATION
City of Reading 815 Washington Street Reading, PA 19601

TOTAL \$400.00



INVOICE INV-00036184 FOR CITY OF READING

BILLING CONTACT
ANDRES F HENRIQUEZ
PO BOX 281
TEMPLE, PA 19560



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00036184	07/31/2025	08/09/2025	Due	No show bill 07/31/25

REFERENCE NUMBER	FEE NAME	TOTAL
RR1515-005258-2025	Subsequent Annual No Snow Routine Inspection 8-15	\$400.00
118 S 8Th St Reading, PA		SUBTOTAL \$400.00

REMITTANCE INFORMATION
City of Reading 815 Washington Blvd Reading, PA 19601

TOTAL **\$400.00**



INVOICE (INV-00042027) FOR CITY OF READING

BILLING CONTACT
ANDRES F HENRIQUEZ
PO BOX 261
TEMPLE, PA 19567



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00042027	11/14/2025	12/14/2025	Due	No show fee 11/14/25

REFERENCE NUMBER	FEE NAME	TOTAL
RR15/6-000028-2025	Subsequent Attempt No Show Routine Inspection F.A.S.	\$400.00
148 S 4TH ST Reading, PA	SUBTOTAL	\$400.00

REMITTANCE INFORMATION
City of Reading 815 Washington Street Reading, PA 19601

TOTAL **\$400.00**



Report Date: 04/26/2026 01:14 PM

Submitted By:

Page: 1

License #64011534

Application Information

Status

Associated Information

	Date/Time	By
Processed		
Issued	07/01/1994 00:00	
Expires	06/30/2023	
Grace Exp	06/30/2023	

Priority			
☐ Inactive			
# Plans	0	Category Type	VACREG, VACANT, REGISTERED
# Pages	0	Bill Group	BILL
☐ Auto Reviews		Name	ANDRES F HENRIQUEZ

Comments

2023 Renewal Agent: Vacant + Henriquez, Andres F
 AGENT: CARLOS DIAZ 466-788-4288
 Application Complete 2023

Project #	Project/Phase Name
	Site/Area

Phase #	Description
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Renewals

Renewal Date	Renewed By
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01/27/2023 12:04	013317
12/04/2022 12:44	013317
01/26/2021 16:48	013317
01/23/2020 10:59	013317
12/09/2019 14:33	013317
01/09/2019 13:48	013317
09/03/2018 17:05	013317
12/03/2017 20:24	013317
12/10/2016 16:17	013317
02/09/2015 15:48	012100
02/15/2014 11:07	012100
09/20/2013 17:41	012100
02/12/2013 18:49	012100
02/10/2012 09:49	012127
10/31/2011 10:40	013042
11/03/2008 19:03	013042
06/03/2008 07:27	013042
07/01/2008 00:00	HISTORIC
07/01/2008 00:00	HISTORIC
07/01/2007 00:00	HISTORIC
07/01/2007 00:00	HISTORIC
07/01/2006 00:00	HISTORIC
07/01/1998 00:00	HISTORIC
07/01/1997 00:00	HISTORIC
07/01/1996 00:00	HISTORIC
07/01/1995 00:00	HISTORIC
07/01/1994 00:00	HISTORIC

Endorsement Type	Endorsement Status	Iss Date	Iss By	Supp App	Transfer Date	Transfer By
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No Records for This Search Criteria

Property/Site Information

Address: 118 S 8TH ST
 READING, PA 19601

Location:

Owner/Title:

Report Date 04/26/2023 01:14 PM

Submitted By

Page 2

Contact/Team

Contact ID 056007
 Name: / ENRIQUE ANDRES F
 Mailing Address: PO BOX 28
 City TEMPLE
 ZIP/PL 19660
 Day Phone (610)504-6307
 Fax

Organization
 State/Province PA
 Country ☐ Foreign
 Evening Phone (610)504-6307
 Mobile #

Linked Addresses

No Addresses are linked to this Application

A/P Linked Addresses

No Addresses are linked to this Application

Linked Parents

No Parents are linked to this Application

A/P Linked Parents

No Parents are linked to this Application

Applicant/Contacts

Primary: N	Capacity: OTHER	Contact ID: 063289	☐ Foreign
Effective: 10/08/2010 00:00	Expire: 10/08/2013 00:00		
Name: VAREL ADAM			
Day Phone:	Evening Phone:	Address: PO BOX 1046	
Pager:	PN #	BRADENTON	
Fax:	Mobile:	FL	
E-Mail:		34204	
Organization:	Position:	Profession:	
Seasonal Addr:			
Valid From:	To:		
Comments:			

No Comments

Primary: N	Capacity: OTHER	Contact ID: 063289	☐ Foreign
Effective: 06/02/2006 00:00	Expire: 10/02/2009 00:00		
Name: MCBEN LP			
Day Phone: (610)773-5444	Evening Phone: (610)773-5444	Address: PO BOX 1011	
Pager:	PN #	BRADENTON	
Fax:	Mobile:	PA	
E-Mail:		19601	
Organization:	Position:	Profession:	
Seasonal Addr:			
Valid From:	To:		
Comments:			

No Comments

Primary	Security	Contact ID	Assign
Effective: 01/04/2005	Expiry:		
Name: HENRIQUE FANURBAN			
Day Phone: (610)504-6379 x 4	Day Phone: (610)504-6379 x 4	Address: 60 E. 8th St 1	
Pager:	PHS:	THORPLA	
Fax:	Mobile:	PA	
E-Mail: hfanurba@submissions		THOR	
Organization:	Position:	Commission:	
Seasonal Addr:			
Valid From:	To:		
Comments:			
- No Comments			

Bill #	13121	Bill Date	04/01/2005	Due Date	06/1/2005	Delinquency Date	04/01/2005
RENTAL	11	HOUSING FEE					250.00
Bill #	135005	Bill Date	05/01/2005	Due Date	07/31/2005	Delinquency Date	07/01/2005
RENTAL	11	HOUSING FEE					250.00

[illegible]

Report Date 04/28/2023 01:14 PM

Submitted By

Page 5

Fees	Status	Paid Date	Amount
Bill # 1243256 Bill Date 02/18/2014 Due Date 04/01/2014 Delinquency Date 05/01/2014 HOUSING LICENSE FEE U 100.00			
Bill # 1325308 Bill Date 02/15/2015 Due Date 04/01/2015 Delinquency Date 08/01/2015 HOUSING LICENSE FEE U 100.00			
Bill # 1322221 Bill Date 01/23/2016 Due Date 04/01/2016 Delinquency Date 04/15/2016 HOUSING LICENSE FEE U 100.00			
Bill # 1492381 Bill Date 02/01/2017 Due Date 04/01/2017 Delinquency Date 04/15/2017 HOUSING REGISTRATION FEE U 100.00			
Bill # 1560537 Bill Date 01/15/2018 Due Date 04/01/2018 Delinquency Date 04/15/2018 HOUSING REGISTRATION RENEWAL U 150.00			
Bill # 1654960 Bill Date 01/18/2019 Due Date 04/01/2019 Delinquency Date 05/01/2019 HOUSING REGISTRATION RENEWAL U 150.00			
Bill # 1715185 Bill Date 01/31/2020 Due Date 04/01/2020 Delinquency Date 04/15/2020 HOUSING REGISTRATION RENEWAL U 150.00			
Bill # 1759427 Bill Date 01/31/2021 Due Date 04/01/2021 Delinquency Date 04/15/2021 HOUSING REGISTRATION RENEWAL U 150.00			
Bill # 1782171 Bill Date 08/20/2021 Due Date 08/19/2021 Delinquency Date 09/20/2021 ILLEGAL UNIT PENALTY U 350.00			
Bill # 1783354 Bill Date 08/04/2021 Due Date 10/04/2021 Delinquency Date 10/05/2021 ILLEGAL UNIT PENALTY U 1250.00			
Bill # 1786891 Bill Date 10/04/2021 Due Date 11/03/2021 Delinquency Date 11/04/2021 ILLEGAL UNIT PENALTY U 1250.00			
Bill # 1792893 Bill Date 11/03/2021 Due Date 12/03/2021 Delinquency Date 12/04/2021 ILLEGAL UNIT PENALTY U 1250.00			
Bill # 1795092 Bill Date 12/03/2021 Due Date 01/02/2022 Delinquency Date 01/03/2022 ILLEGAL UNIT PENALTY U 1250.00			
Bill # 1805598 Bill Date 01/02/2022 Due Date 02/01/2022 Delinquency Date 02/02/2022 ILLEGAL UNIT PENALTY U 1250.00			
Bill # 1807477 Bill Date 02/01/2022 Due Date 03/03/2022 Delinquency Date 03/04/2022 ILLEGAL UNIT PENALTY U 1250.00			
Bill # 1819493 Bill Date 03/03/2022 Due Date 04/02/2022 Delinquency Date 04/03/2022 ILLEGAL UNIT PENALTY U 1250.00			
Bill # 1819557 Bill Date 03/04/2022 Due Date 04/03/2022 Delinquency Date 04/04/2022 HOUSING REGISTRATION FEE P 03/04/2022 Pmt 100.00			
Bill # 1839940 Bill Date 01/31/2023 Due Date 04/01/2023 Delinquency Date 04/15/2023 HOUSING REGISTRATION RENEWAL U 150.00			
Total Unpaid 10900.00		Total Paid 3415.61	

Inspections

There are no inspections for this report

City of Reading

815 Washington St.
Reading, PA 19601

HOUSING License Application

Report Date 04/28/2023 01:14 PM

Submitted By

Page 6

Review Activities	Act #	Act Type	Status	Waived	Issued	Started	Completed
Comp By		Comments					

There are no Review Activities for this Report

Activity Review Details

No Activity Review Details

Check Conditions	Approval	Approved By	Approved Date	Applied By	Applied Date	Assigned
Condition	Supervisor Required	Comments				

No Conditions

License #	APP Type	Status	SMG	Relation
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No Records for This Search Criteria

Planning Condition	Description	Effective	Expires	Comments
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There is no planning condition for this project

Rental Details

Owner Occupied?	Vacant/Registered	Fee Exemption	App. Processed
		Exempt from fees? Reason	
			Occupied Units Vacant Units Apartment Units Rooms Single Home Tenants under 18 Total tenants

Tenant Listing Receipt Details

Tenants

Tenant Listing received	Reserve on Time?	Notice 1	Notice 2	Custom Request?	Reserve?
-------------------------	------------------	----------	----------	-----------------	----------

05/01/1994
05/01/1995
05/01/1996
05/01/1997
05/01/1998
05/01/1999
05/01/2000
05/03/2000
08/17/2001
05/08/2003
04/24/2003
04/12/2004

Tenant Listing Details	First Name	Middle Name	Date of Birth	Unit	Floor
------------------------	------------	-------------	---------------	------	-------

Last Name	Term of Lease	Entry Date	Exit Date
-----------	---------------	------------	-----------

ACCEVEDO

VICTOR

1

YEARLY

07/01/2008

City of Reading

215 Wilmington St
Reading, PA 19601

HOUSING License Application

Report Date 04/28/2026 01:14 PM

Submitted By

Page 7

Tenant Listing Details

Last Name	First Name	Middle Name	Date of Birth	Unit	Floor
Term of Lease					
Entry Date	Exit Date				

FERKER	DAISY				1
MONTHLY					
08/21/2006					
MAGBOL	HECTOR				2
MONTHLY					
08/01/2006					
BLAZ	JOSE			ROOM	
MONTHLY					
10/01/2006					
SANTANA	ELMO			ROOM	
MONTHLY					
02/01/2007					
MEDINA	VANESSA			ROOM	
MONTHLY					
04/01/2008					
DRENGO					
MONTHLY					
07/01/2008					

Employee

Employee ID	Last	First	MI	Comments
-------------	------	-------	----	----------

No Employee Entries

Log Action	Description	Entered By	Start	Stop	Hours
NOTE	FILE NOTE		03/04/2026 08:00		0.00
	2026 Reservations - Vacant - 2nd of Household				

**City of Reading**84 E Washington Street, Reading, PA
19601Case Number: **203268-657045**Case Type: **SPA / Code Enforcement**Case Date Established: **10/16/2024**Owner: **ANDRES J. HENRIQUEZ**

Mailing Address

ANDRES J. HENRIQUEZ
PO BOX 261
TEMPLE, PA 19562

Notice of Violation for the following location:

Address

118.5 8TH ST
READING, PA

Parcel

03530626993461

This inspection report is limited to violations identified under the City of Reading's Property Maintenance Code. It does not include, nor does it certify compliance with any other provisions of the City of Reading Code of Ordinances, including but not limited to the Housing Registration and Rental Licensing requirements, nor does it address pending or outstanding administrative fees, fines, permits, or enforcement actions associated with the property.

Violation(s):

Please be advised that repair or alterations to any electrical, mechanical, or plumbing system will require a Building and Trades permit issued to a contractor licensed by the City of Reading. Likewise, any repair or alteration to any structural element or means of egress components (stairs, doors, handrails, etc.) will also require a Building and Trades permit. Property owners will be expected to supply a pool of permit issuance at the time of re-inspection. For any clarification regarding building permit requirements, call Building and Trades at 610-655-6264 or stop by City Hall at 815 Washington St, Room 427, Monday through Friday, between the hours of 8:00AM and 4:00PM. Any exterior alterations to be undertaken at properties located in a locally designated historic district require review and approval by the Historic Preservation Specialist/Officer or the Historical Architectural Review Board (HARB).

Thank you for your cooperation.

Sincerely,

Wesley Chavez

Property Group Manager



CITY OF READING, PENNSYLVANIA

April 10, 2026

HENRIQUEZ ANDRES F
PO BOX 261
TEMPLE, PA 17961

RE: PROPERTY INSPECTION - 118 S 8TH ST

Dear Sir/ma,

Based upon the inspection dated on March 24, 2026 initiated by The Property Maintenance Division at the above-referenced property, it was determined that this property is in compliance with the City of Reading's adopted Property Maintenance Code, Chapter 180 Part 13 - Section 180-1301, IPMC Section 104, Subsection 104.A, as amended, as of this date.

Section 104.A Compliance:

If, upon any inspection, the codes official determines that the violations are corrected to compliance with the provisions of this code, he/she shall note this determination in the file (together with the date of such inspection).

In this case, either no violations were found at the time of the initial inspection, or any violations identified were corrected and confirmed to be in compliance at the time of reinspection. This compliance status has been documented in the property file as of the date listed above.

Please note: This letter does not include any additional information, status, or pending actions related to the City of Reading Code of Ordinances, administrative laws, rules, and/or Community Development Department policies related to the premises described above.

Thank you for your cooperation. If we can be of further assistance, please do not hesitate to call between 7:30 - 8:30 AM and 3:00 - 4:00 PM, Monday through Friday.

Sincerely,
Angel Cuevas
Code Enforcement Officer
Direct: 610-653-6136
Email: Angel.Cuevas@readingpa.gov

Use the QR codes below to explore our website for more detail.

Government



Citizen's Service Center



[Home](#) [Property Search](#) [Departments](#) [Contact Us](#)[illegible]

Additional lines of Deed/Instrument Number. These may contain an instrument number, CP, Sub-park and page if this deed was recorded prior to 2000, instrument numbers in 10 digits beginning with the year of recording, and all 8-digit numbers and 9-1000-1000 and 1000-1000 page numbers.

Land Details

Acres	Land Area	CP	Sub-park	Page	Land Value
1.00	1.00	1.00	1.00	1.00	1.00

Other Land Details

Land Area	1.00
CP	1.00
Sub-park	1.00
Page	1.00



**City of Reading**818 Washington Street, Reading, PA
19601Case Number: **203268-615284**Case Type: **RPA - Code Enforcement**Date Case Established: **07/22/2021****Owner: ANDRÉS F HENRIQUEZ****Mailing Address**ANDRÉS F HENRIQUEZ
PO BOX 251
TEMPE, PA 19380**Notice of Violation for the following location:****Address**116 S 8TH ST
READING, PA**Parcel**

03530628993481

This inspection report is limited to violations identified under the City of Reading's Property Maintenance Code. It does not include, represent, or certify compliance with any other provisions of the City of Reading Code of Ordinances, including but not limited to the Housing Registration and Rental Licensing requirements, nor does it address pending or outstanding administrative fees, fines, permits, or enforcement actions associated with the property.

Violation: NOTE - NOTE

Corrective Action: 615284 - APT# FLOOR 0 ENTBLD RM#0 - Reminder that as of today July 2, 2021, our office has not received the Housing Registration for this property.
submit registration to Property Maintenance Dept.
This process may also be done online
readingpa.gov/content/housing-registration-application

Violation: NOTE - NOTE

Corrective Action: 615284 - APT# FLOOR 0 UNIT RM#0 - Will check system on 8/20/21 to verify housing registration was submitted.

Violation: PR-308.1 - ACCUMULATION OF RUBBISH OR GARBAGE

All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

Corrective Action: 615284 - APT# FLOOR 0 ENTBLD RM#0 - Non-compliance surcharge of \$100 PER UNIT shall be imposed if the Housing Application is not completed & \$250 PER UNIT/PER MONTH surcharge will be assessed until a completed application is received & per City Ordinance PR-308-112.

Violation: PR-308.1 - ACCUMULATION OF RUBBISH OR GARBAGE

All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

Corrective Action: 615284 - APT# FLOOR 0 ENTBLD RM#0 - It shall be unlawful for the owner of any property to fail to apply for housing registration as required in § 308-102, Housing registration required.

Violation: PR-308.1 - ACCUMULATION OF RUBBISH OR GARBAGE

All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

Corrective Action: 615284 - APT# FLOOR 0 ENTBLD RM#0 - The City of Reading Property Maintenance Division is hereby authorized to place and condemn a property for which a housing registration has not been filed with the Property Maintenance Division as required by this part.

Violation: PR-308.1 - ACCUMULATION OF RUBBISH OR GARBAGE

All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

Corrective Action: 615284 - APT# FLOOR 0 ENTBLD RM#0 - Registrations of any parcel required to have a housing registration is required within 30 days of the change of ownership or change of use.

**City of Reading**

415 Washington Street, Reading, PA
17601

Case Number: **203268-615284**Case Type: **RPA - Code Enforcement**Case Closed/Resolved: **07/22/2021**

Please be advised that repairs or alterations to any electrical, mechanical, or plumbing system will require a Building and Trades permit issued to a contractor or licensed by the City of Reading. Likewise, any repairs or alterations to any structural element or major structural components (stairs, floors, basements, etc.) will also require a Building and Trades permit. Property owners will be expected to supply proof of permit issuance at the time of re-inspection. For any clarification regarding building permit requirements, call Building and Trades at 610-655-6200 or stop by City Hall at 415 Washington St., Room 1-27, Monday through Friday, between the hours of 8:00AM and 4:00PM. Any exterior alterations to be undertaken at properties located in a locally designated historic district require review and approval by the Historic Preservation Specialist/Officer or the Historical Architectural Review Board (HARB).

Thank you for your cooperation.

Sincerely,

Patricia Bourke



City of Reading
815 Washington Blvd., Reading, PA
19601

Case Number: **203268-615284**

Year Issue: **APR - Code Enforcement**

Date Case resolved: **07/22/2021**

Owner: **HERNANDEZ ANTONIO**

Mailing Address:

HERNANDEZ ANTONIO
PO BOX 261
READING PA 19601

Reported Violation for the following location:

Address:

Parcel:

118 E 3RD ST
READING, PA

00330625703841

This inspection report is limited to violations identified under the City of Reading's Property Maintenance Code. It does not include, nor does it certify, compliance with any other provisions of the City of Reading Code of Ordinances, including but not limited to the Housing Registration and Rental Licensing requirements, nor does it address existing or outstanding administrative fees, fines, permits, or enforcement actions associated with the property.

Violation: **NOTE - NOTE**

Corrective Action: 615284 - APPL - FLOOR & CEILING RMNG - Remittance(s) of today (07/21/2021), city office has not received the Housing Registration for this property.
Send registration to Property Maintenance Dept
The process may also be done online
readingpa.gov/correspond/Forms/propertymaintenance

Violation: **NOTE - NOTE**

Corrective Action: 615284 - APPL - FLOOR & CEILING RMNG - Will check system on 8/10/21 to verify housing registration was submitted.

Violation: **PR-308.1 - ACCUMULATION OF RUBBISH OR GARBAGE**

All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

Corrective Action: 615284 - APPL - FLOOR & CEILING RMNG - A non-compliance warning of \$100 PER UNIT shall be rendered if the Housing Application is not completed. A \$250 PER UNIT PER MONTH penalty shall be assessed until a completed application is received as per City Ordinance for: 308-177.

Violation: **PR-308.1 - ACCUMULATION OF RUBBISH OR GARBAGE**

All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

Corrective Action: 615284 - APPL - FLOOR & CEILING RMNG - It shall be unlawful for the owner of any property to fail to apply for housing registration as required in § 308-002. Housing registration required.

Violation: **PR-308.1 - ACCUMULATION OF RUBBISH OR GARBAGE**

All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

Corrective Action: 615284 - APPL - FLOOR & CEILING RMNG - The City of Reading Property Maintenance Division is hereby authorized to place and condemn property for which housing registration has not been filed with the Property Maintenance Division as required by this P.M.C.

Violation: **PR-308.1 - ACCUMULATION OF RUBBISH OR GARBAGE**

All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

Corrective Action: 615284 - APPL - FLOOR & CEILING RMNG - Registration of any parcel required to have a housing registration is required within 30 days of the change of ownership and/or of use.



CITY OF READING, PENNSYLVANIA

Property Maintenance Division

811 Washington Street

Reading, PA 19601-3600

Phone: 610-777-0233

Fax: 610-655-0025

<http://www.cityofreadingpa.gov>

4/5/2021

HENRIKZ ANDRIS

1500X St

Reading, PA 19600

RE: - INSPECTION

Notice of Inspection

It is necessary that:

☒ - Building Inspection

☐ - Firearm Safety Inspection

In name of inspection:

Please advise if you, or any your representative present, to meet a Property Maintenance Inspector 24 HOURS prior to the inspection. COVID-19 HEALTH & SAFETY MEASURES BE EMPLOYED, SIGNIFICANT HAZARD TO THE INSPECTION OF THE DAME OF THE INSPECTION.

Please note that if you cannot be available for the time and date specified above, please email a written notice to our office at least 24 hours prior to the inspection. If you fail to previously advise for an inspection to your entry, you may be found in violation of the City Ordinance and will be subject to a \$100.00 fine. If you fail to previously advise for an inspection to your entry, you may be found in violation of the City Ordinance and will be subject to a \$100.00 fine. If you fail to previously advise for an inspection to your entry, you may be found in violation of the City Ordinance and will be subject to a \$100.00 fine. If you fail to previously advise for an inspection to your entry, you may be found in violation of the City Ordinance and will be subject to a \$100.00 fine.

A \$100.00 fine will be assessed for failing to supply a written notice or response if the property owner fails to respond to the notice to respond for the second scheduled inspection. An administrative fee of \$250.00 will be assessed against the property owner. If the property owner fails to respond to the third scheduled inspection to your minimum scheduled inspection, the City will be subject to a \$100.00 administrative fee. Also, the City may place a lien against the property and/or property and/or administrative fee of \$100.00.

Please Note:

- The inspection of the property is made for the safety of the city and the safety of the inspection.
- All inspections are subject to cancellation by the City of Reading at any time.
- The inspection of the property is made for the safety of the city and the safety of the inspection. The City of Reading will be subject to a \$100.00 fine if the inspection is not completed within the appropriate time frame.
- If the inspection is not completed within the appropriate time frame, the City of Reading will be subject to a \$100.00 fine.
- If you believe you have received a notice in error, please contact the office.
- All residential and commercial properties with the exception of single family homes are subject to inspection.
- A health and safety inspection is required for all properties located in the City of Reading.

Please feel free to contact the office if you have any questions.

Please Note: All Trade work including electrical, plumbing, heating and building, must be performed by a Licensed Contractor. Permits must be obtained from the Building and Trades Office in City Hall and must be secured within 30 days. A Certificate of Appropriateness from the Historic Office must be obtained on any work required on the facade of a building within a Historic District prior to commencement of work.



CITY OF READING, PENNSYLVANIA

12/15/2024

REGULAR MAIL

Property Maintenance Division
215 Washington St., Room 1-30
Reading, PA 19601
Office: (610) 655-6774
Fax: (610) 655-6790

<https://www.cityofreadingpa.gov/>

HENRIQUEZ ANDREA P
PO BOX 261
TEMPLE, PA 19560

RE: 118587951

Dear Owner:

If necessary then:

- ☐ Complete Property Maintenance Inspection
- ☒ Property Maintenance Re-inspection
- ☐ Exterior Re-inspection
- ☐ Health & Safety Inspection
- ☐ Health & Safety Re-inspection

because of this inspection:

Please arrange to be present, or have your representative present at the scheduled inspection on **Wednesday, January 17, 2024 at 9:00 AM** and accompany him/her through the inspection.

Please note that if you cannot be available at the time and date printed above, please inform us in writing at least 24 hours prior to the inspection. If you fail to provide written notice or appear for inspection, you may be found in violation of the City of Reading code of ordinances, **Section 103-109 (Housing) and Section 100-104.1 (Property Maintenance Code)**. All violations will be assessed on inspection@cityofreadingpa.gov or by fax at 610-655-6775 or via U.S. Mail to the address above.

An administrative fee of \$150.00 will be assessed for failing to supply a written response to a notice. If the property owner fails to comply with the notice to appear for the second scheduled inspection, an administrative fee of \$250.00 will be assessed. Should the property owner fail to appear for the third scheduled inspection or any combination of scheduled inspections, and the property fails to comply, a \$750.00 administrative fee will be assessed. Also, the City may place the subject property under temporary legal or administrative measures in accordance with law.

Please note:

- 1. It is the responsibility of the owner to make himself aware of the status of the inspection.
- 2. All inspections are subject to cancellation by the City of Reading at any time.
- 3. In the event of severe weather conditions, the City may postpone your inspection. It is the responsibility of the owner to contact the Property Maintenance Division office to determine if your inspection will be considered as scheduled. Failure to do so will result in the inspection being cancelled.
- 4. If the inspector is not at the time for the inspection, please contact 610-655-6774 and specify the reason for your absence.
- 5. If you have any questions or need this notice in other places, contact our office.
- 6. All equipment and vehicles requesting work for inspection must be removed from the property prior to the inspection.
- 7. A Hazardous Waste inspection is required for all property transfers in the City of Reading.

Please feel free to contact the Office if you have any questions.

Please Note: All Trade work, including electrical, plumbing, heating and building, must be performed by a Licensed Contractor. Permits must be obtained from the Building and Trades Office in City Hall and must be secured within 30 days. A Certificate of Appropriateness from the Historic Landmarks Commission is obtained for any work required on the facade of a building within a Historic District prior to commencement of work.



CITY OF READING, PENNSYLVANIA

2/21/2023

REGULAR MAIL

Property Maintenance Division
800 Washington St. Room 1400
Reading, PA 19601
Office: (610) 683-1100
Fax: (610) 683-6924
www.cityofreadingpa.gov

HENRIQUEZ ANIBAL E
PO BOX 368
TEMPLE PA 19368

RE: 318 S BIRCH ST

Dear Sirs:

Re: Emergency Work:

- ☐ Complete Primary Maintenance Inspection
- ☒ Primary Maintenance Re-inspection
- ☐ Extension Re-inspection
- ☐ Health & Safety Inspection
- ☐ Health & Safety Re-inspection

Re: Details of this inspection:

Please inform us in person or have your representative present at the time of inspection. I received your request on Tuesday, March 14, 2023 at 6:15 AM and we are currently working through the process.

Please note that if you cannot be available at the time of the scheduled inspection, please submit a written notice to our office no later than 30 days prior to the inspection. If you fail to provide written notice of non-attendance in person, you may be found in violation of the City of Reading Uniform Ordinance Section 101-109.1 (Inspection and Section 101-109.2 (If a Property Maintenance Issue). A re-inspection can be requested for scheduling convenience. Please email property.maintenance@cityofreadingpa.gov, via fax at 610-655-6532 or via City Mail to the address above.

An administrative fee of \$250.00 will be assessed for failure to supply a written notice or to appear. If the property owner fails to supply written notice or to appear for the second scheduled inspection, an administrative fee of \$500.00 will be assessed against the property owner. If the property owner fails to appear for the third scheduled inspection or for continuation of work, building permits, consultations or failure to pay entry fee, \$1000.00 administrative fee will be assessed. Also, the City may place the subject property under a temporary lien or administrative search or inspection warrant.

Please note:

- It is the responsibility of the property owner to notify the City of the date and time of the inspection.
- All inspections are subject to cancellation by the City of Reading at any time.
- In the event of severe inclement weather, the City may postpone your inspection. It is the responsibility of the owner to contact the Property Maintenance Division office to determine if your inspection will be rescheduled or postponed. Failure to do so will result in an appropriate assessment of fees.
- If the inspection is on an emergency basis, please contact us at 610-655-6532 and we will resolve the situation as soon as possible.
- If you believe you have identified a dangerous condition, please contact our office.
- All residential and mixed use properties with the exception of single-family owner-occupied properties, require routine inspections.
- A photo and video inspection are used for all property inspections in the City of Reading.

Please feel free to contact the City of Reading if you have any questions.

Please Note: All work, including electrical, plumbing, heating and building, must be performed by a Licensed Contractor. Permits must be obtained from the Building and Trades Office in the Hall and must be secured within 30 days. A Certificate of Appropriateness from the Historic Office must be obtained on any work required on the fronts of a building within a Historic District prior to commencement of work.



CITY OF READING, PENNSYLVANIA

4/21/2025
REGULAR MAIL

Property Maintenance Division
City of Reading, PA 19601
Reading, PA 19601
Office: (610) 836-6200
Fax: (610) 836-6476
Email: permits@cityofreading.org

HENRIQUEZ ANDRES
PO BOX 264
TEMPLE, PA 19564

RE 318 5914 57

Dear Owner:

It is necessary that a

- ☐ Complete Property Maintenance Inspection
- ☒ Property Maintenance Reinspection
- ☐ Extension Reinspection
- ☐ Health & Safety Inspection
- ☐ Health & Safety Reinspection

Item(s) of the Division

Please inspection be present, or have your representative present, at the inspection on Monday, May 19, 2025 at 11:15 AM. The inspection will be held through the process.

Please note that if you cannot be available for the scheduled inspection, please submit a written notice to our office not later than 48 hours prior to the inspection. If you fail to give such written notice, or miss the inspection, you may be found in violation of the City of Reading and/or minimum Section 318-109 (Temporary) Section 318-110.3 (Property Maintenance) codes. All inspections can be cancelled for rescheduling up until 48 hours prior to the inspection. The City of Reading is not responsible for any costs associated with the inspection.

An administrative fee of \$1,000.00 will be assessed for failing to supply a written notice or to appear. If the property owner fails to supply written notice or to appear for the scheduled inspection, an administrative fee of \$1,000.00 will be assessed against the property owner. If the property owner fails to appear for the third scheduled inspection or any continuous or repeated inspections, cancellations or failure to appear, a \$1,000.00 administrative fee will be assessed. Also, the City may place a lien against the property and/or pursue legal action against the owner.

Property note:

- 1. It is the responsibility of the owner to make the owner of the date and time of the inspection.
- 2. All inspections are subject to cancellation by the City of Reading at any time.
- 3. In the event of a bad weather, the City may suspend the inspection. It is the responsibility of the owner to contact the Property Maintenance Division office to determine if your inspection is rescheduled or postponed. (You will be notified via email or phone).
- 4. If the inspection is rescheduled, please contact us at (610) 836-6200 and we will reschedule the inspection at the same time.
- 5. If you believe you have received this notice in error, please contact our office.
- 6. All commercial and residential property, and the commercial single family units, must be inspected by the City of Reading.
- 7. All Health and Safety inspections are required for all property transfers in the City of Reading.

Please look for a separate letter from the City of Reading if you have any questions.

Please Note: All repair work including electrical, plumbing, heating and cooling, must be performed by a Licensed Contractor. Permits must be obtained from the Building and Trades Office in the Hall and must be covered within 30 days. A Certificate of Appropriateness (COA) must be obtained for any work completed on the facade of a building within a Historic District prior to commencement of work.



CITY OF READING, PENNSYLVANIA

Property Administration Division
815 Washington St
Reading, PA 19601-0881
Phone: 610-771-1234
Fax: 610-771-8925
PropertyAdministration@cityofreading.org

7/8/2025

REGULAR MAIL

HENRIQUEZ ANDRES F
PO BOX 261
TEMPLE, PA 19560

RT 148 S 8TH ST.

It is necessary that:

- ☒ Request inspection
☐ Health and Safety inspection

Please check off the services:

Please arrange to be present, or have your representative present, at the scheduled Property Administration inspection on Thursday, July 10, 2025 at 8:00 AM and
allow entry through the premises.

Please note that you must keep outside of the street and sidewalk clear of debris, please remove it within seven calendar days of the date of the inspection. If you fail to clear such debris within an appropriate time frame, you may be subject to removal of the City of Reading and the
City of Reading may be responsible for removal of the debris. If you fail to clear such debris within an appropriate time frame, you may be subject to removal of the City of Reading and the
City of Reading may be responsible for removal of the debris.

The City of Reading will be responsible for the cost to supply a written notice to appeal. If the property owner fails to supply
written notice of appeal for the second scheduled inspection, an administrative fine of \$250.00 will be assessed against the property
owner. This property owner fails to provide the first scheduled inspection or any combination of scheduled inspections.
inspections or failure to comply, a \$1000.00 administrative fee will be assessed. Also, the City may place a hold on the property
until promptly comply with administrative or other requirements.

From now:

- 1. It is the responsibility of the owner to make necessary arrangements for the day and time of the inspection.
- 2. All inspections are subject to cancellation by the City of Reading at any time.
- 3. An inspection of property must be made within the city limits and must be made by the property owner or a representative of the property owner.
- 4. Property Administration reserves the right to re-inspect if your inspection was not properly conducted. Failure to do so will result in the
reinspection of the property.
- 5. If an inspection is not conducted on inspection please contact the City of Reading at 610-771-1234 and we will reschedule the inspection as soon as possible.
- 6. If an inspection is not conducted on inspection please contact the City of Reading at 610-771-1234 and we will reschedule the inspection as soon as possible.
- 7. A Health and Safety inspection is required for all property owners in the City of Reading.

Please call the City of Reading if you have any questions.

Please note all Trade work including electrical, plumbing, heating and building, must be performed by a Licensed Contractor. Permits must be
obtained from the Building and Trades Office in City Hall and must be received within 30 days. A Certificate of Appropriateness from the
Historic Office must be obtained on any work required on the facade of a building within a historic district prior to commencement of work.

