

413 WOODWARD ST
SUPPORT DOCUMENTS

PAGES 1 TO 10

- APPEAL NOTICE SENT
- BERKS COUNTY RECORDS
- APPEAL DENIED
- RE-APPEAL RECEIVED
- APPEAL FEE PAID RECEIPT
- INSPECTION FEE SUMMARY
- WHORON AFFIDAVIT
- INVOICES WITH FEES
- INSPECTION LETTER SENT
- COMPLIANCE LETTER



CITY OF READING, PENNSYLVANIA

Property Maintenance Division
Code Enforcement
815 Washington Street
Reading, PA 19601-3690
(610) 655-6345

April 11, 2025

413-415 WOODWARD LLC
PAUL G HAWTHORNE
77 SANDS STREET FL-6
BROOKLYN NY 11201

RE: 413 WOODWARD ST READING, PA 19601
UPI/ Property ID 07530766723799

Dear Paul G. Hawthorne:

This is to advise you that the hearing on your appeal to the City of Reading Code and License Appeals Board is scheduled for Wednesday, April 30, at 3:00 PM in the Council Chambers of City Hall located at 815 Washington Street on the second floor.

To prepare for your upcoming appeal hearing with the Code & License Appeals Board, it's important to gather all relevant documents and evidence related to your property that support your case. Ensure that you arrive at the Council Chambers of City Hall, before the scheduled time of 3:00 P.M. on Wednesday, April 30. It may also be beneficial to review the procedures and any legal requirements beforehand to present your appeal effectively.

You should use the 8th St. entrance for access to City Hall. Proceed up the stairs to the first level and turn to the right and continue down the hallway to the elevators. Take the elevator to the 2nd floor and turn right. Please be prompt and ready to present your appeal.

If you will not be present your representative must have a signed authorization from you to present to the board. This document will grant them the power to act on your behalf before the board. It's a safeguard that ensures your appeal is heard, even in your absence.

Hybrid meeting options can be requested for flexibility in attendance. If you desire to participate via hybrid, kindly advise the Board Solicitor at mmayfield@hvmllaw.com at least one week prior to the scheduled hearing to ensure you receive an invite for the meeting. Should you plan to attend electronically, please note 1. Proper documentation is required to be submitted in advance if this option is utilized and 2. Documentation should be readily available for display or provision to the solicitor at least three (3) business days prior to the scheduled hearing.-

Information for the appeals board can be found in the City of Reading Code of Ordinances Section 339-211.

Sincerely,
Rudy Estrada
Manager
Property Maintenance Division
610-655-6345

**Ownership Information**

UPI / Property ID: 07530766723799
Location Address: 413 WOODWARD ST
Owner's Name: 413-415 WOODWARD LLC

Mailing Address: 225 4TH AV SUITE 224 BROOKLYN NY 11215
Municipality: READING
School District: READING
Map PIN: 530766723799
Account #: 07696025

Recorded Documents

Deed / Instrument #: 2017020670
Deed Date: 20170608
Deed Amount: 52000
Deed Reference 1:
Deed Reference 2:
Plan:
Lot:

Property Details

Homestead Status: NOT ENROLLED
Market Land Value: 16000
Assessed Land Value: 16000
Building Value: 50100
Total Assessed Value: 66100
Property Class: COMMERCIAL
Land Use Code: 4200
Clean & Green Year:
Net Acreage: 0.10
Description: COMMERCIAL BUILDING

Guido Marte

From: 413-415 Woodward LLC <noreply@jotform.com>
Sent: Monday, February 3, 2025 9:28 AM
To: PMI Supervisors
Subject: Re: Property Maintenance Enforcement Appeal Form - 413-415 Woodward LLC

WARNING: This email originated from outside the system

DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.



Property Maintenance Enforcement Appeal Form

Property Address of Appeal	413 & 415 Woodward Street, Reading PA 19601
Owner Name	413-415 Woodward LLC
Owner Address	Street Address: 77 Sands Street Street Address Line 2: 6th Floor City: Brooklyn State / Province: NY Postal / Zip Code: 11233 Country: United States
Owner Phone Number	(347) 6839276
Subject of Appeal	Other
Reason(s) for Appeal	I am writing to formally request the removal of fines and penalty amounts assessed against the properties located at 413 and 415 Woodward Street. We respectfully ask that only the outstanding registration and quality of life fees be charged, as we were not aware of any outstanding amounts owed to the city.

Since 2018, we have remained in full compliance with all registration requirements for these properties, maintaining our commitment to meeting the city's standards. However, no notice of outstanding fees was delivered to us after 2017 by the city or Arcadia Recovery Bureau, and we were under the good-faith belief that all obligations had been satisfied. Had we been made aware of any remaining and outstanding balance, we would

 English (US)

Property Maintenance Enforcement Appeal Form

Purpose: A property owner may make a written request for appeal.

Property Address of Appeal

413 & 415 Woodward Street, Reading PA 19601

Owner Name

413-415 Woodward LL
First Name Last Name

Owner Address

77 Sands Street
Street Address

6th Floor
Street Address Line 2

Brooklyn
City

NY
State / Province

11233
Postal / Zip Code

United States
Country



Owner Phone Number

347 - 6839276
Area Code Phone Number

Subject of Appeal

Inspection Penalty
Bill/Inspection Number

Reason(s) for Appeal

Pursuant to the attached correspondence, our 2/3/25 appeal of of certain fees and penalties was denied. This appeal is being submitted with the appropriate fees to have a hearing scheduled before the Code & License Appeals Board to further plead our request.

I hereby verify that the information provided on this application is true and correct to the best of my knowledge, information, and belief.
I understand that false statements made herein are subject to penalties of 18 Pa. C.S.A. 4904, relating to unsworn falsification to authorities.

Signature



Print Name

Paul G. Hawthorne
Date

3/29/25

**INVOICE (INV-00026863)
FOR CITY OF READING**

BILLING CONTACT
PAUL G HAWTHORNE
413-415 WOODWARD LLC
77 SANDS STREET, FL-6
BROOKLYN, NY 11201

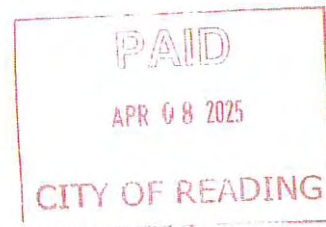


INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00026863	04/08/2025	04/09/2025	Due	Appeal fee

REFERENCE NUMBER	FEE NAME	TOTAL
225449-626714	Appeal Fee	\$100.00
413 Woodward St Reading, PA		SUBTOTAL \$100.00

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

TOTAL **\$100.00**



413 WOODWARD ST

FEE SUMMARY

INSPECTION STATUS

NO SHOW FEES	250.00
RESCHEDULING FEES	400.00
QUALITY OF LIVE VIOLATIONS	35.00
INSPECTION FEES	300.00
NONCOMPLIANCE PENALTY FEES	350.00
HOUSING FEES	240.00
ILLEGAL UNIT PENALTY FEES	9,096.40

TOTAL AMOUNT DUE:	10,671.40
--------------------------	------------------

INITIAL INSPECTION	2/13/2018
PASSED INSPECTION	10/31/2019



Statement of Account

SWORN AFFIDAVIT

413 WOODWARD ST, READING, PA 19601

Owned By: HAWTHORNE PAUL G

BROOKLYN, NY 11201

State of Pennsylvania
County of Berks

I Guido Marte 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 **413 WOODWARD ST, READING, PA 19601** is true and correct to the best of my knowledge.

Total Number of Work Order: 0

Amount Unpaid: \$0.00

Total Number of Quality of Life Violations: 1

Amount Unpaid: \$35.00

Inspection Fees/Fines Unpaid: \$1,300.00

Housing Fees/Fines Unpaid: \$9,336.40

Total Fees/Fines Unpaid: \$10,671.40

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 CertificateofTransfer@readingpa.gov for more information.

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

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

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

Signature of Affiant:

Date:

Guido Marte

4/11/25

INVOICE (INV-00024701) FOR CITY OF READING

BILLING CONTACT

413-415 WOODWARD LLC
PAUL G HAWTHORNE
77 SANDS STREET, FL-6
BROOKLYN, NY 11201



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
INV-00024701	03/24/2025	03/25/2025	Due	NONE

REFERENCE NUMBER	FEE NAME	TOTAL
225449	2 YEAR NON COMPLIANCE PENALTY 6/13/18	\$350.00
	5-6 UNIT EXTENSION INSPECTION 10/30/19	\$300.00
	NO ENTRY / REFUSAL 12/13/17	\$250.00
	QOL VIOL 1/31/22	\$35.00
	RESCHEDULE RE-INSPECTION-3RD OCCURRENCE 3/14/19	\$400.00
413 Woodward St Reading, PA		SUB TOTAL
		\$1,335.00

REFERENCE NUMBER	FEE NAME	TOTAL
74004130H	Annual Housing Renewal Fee 2025	\$90.00
	HOUSING REGISTRATION RENEWAL 2018	\$150.00
	ILLEGAL UNIT PENALTY 9/27/17	\$1,500.00
	ILLEGAL UNIT PENALTY 10/27/17	\$1,500.00
	ILLEGAL UNIT PENALTY 11/26/17	\$1,500.00
413 Woodward St Reading, PA		SUB TOTAL
		\$4,740.00

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

TOTAL **\$6,075.00**

**INVOICE (BL-74004130H-74004130H-2017)
FOR CITY OF READING**

BILLING CONTACT

413-415 WOODWARD LLC
PAUL G HAWTHORNE
77 SANDS STREET, FL-6
BROOKLYN, NY 11201



INVOICE NUMBER	INVOICE DATE	INVOICE DUE DATE	INVOICE STATUS	INVOICE DESCRIPTION
BL-74004130H-74004130H-2017	07/01/1994	07/01/1994	Partial Payment	Converted Invoice

REFERENCE NUMBER	FEE NAME	TOTAL
74004130H	HOUSING REGISTRATION FEE ILLEGAL UNIT PENALTY 9/12/17	\$100.00 \$5,000.00
413 Woodward St Reading, PA		SUB TOTAL \$5,100.00

REMITTANCE INFORMATION	TOTAL	\$5,100.00
City of Reading 815 Washington Street Reading, PA 19601		

PAYMENT LOG

REFERENCE NUMBER	FEE NAME	PAID AMOUNT
74004130H	HOUSING REGISTRATION FEE	\$403.60
74004130H	ILLEGAL UNIT PENALTY 9/12/17	\$403.60
PAID TOTAL		\$503.60

NEW TOTAL **\$4,596.40**



CITY OF READING, PENNSYLVANIA

Property Maintenance Division
Code Enforcement
815 Washington Street
Reading PA 19601-3690
(610) 655-6283

**413-415 WOODWARD LLC,
77 SANDS STREET, FL-6
BROOKLYN, NY 11201**

RE 413 WOODWARD ST

Insp #: 562949
Insp Type: 2 YEAR

Dear Owner:

Based upon the inspection dated on **October 31, 2019**, initiated by the Property Maintenance Division at the above referenced property, it was determined that these items were completed and meets the applicable City of Reading Codified Ordinance.

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

Sincerely,

TED A ARENTZ

Property Maintenance Inspector
(610)655-2437

Fax: 610-655-6525



CITY OF READING, PENNSYLVANIA

Property Maintenance Division
815 Washington Street
Reading PA 19601-3690
Office: 877-727-3234
Fax: 610-655-6525
propertyinspections@readingpa.gov

11/10/2017

413-415 WOODWARD LLC
504 HANCOCK ST UNIT A
BROOKLYN, NY 11233-

RE: 413 WOODWARD ST

Notice of Inspection

It is necessary that a :

- ☒ Routine Inspection
☐ Health and Safety Inspection

be made of the premises.

Please arrange to be present, or have your representative present, to meet a Property Maintenance Inspector on 12/13/2017 at 9:15 am and accompany him/her through the premises.

Please note that if you cannot be available at the time and date printed above, please submit a written notice to our office no later than 24 hours prior to the inspection. If you fail to give such written notice or upon failure to gain entry, you may be found in violation of the City of Reading codified ordinances Section 308-109 (Housing) and section 180c-104.4.1 (Property Maintenance Code). All inspections can be cancelled for re-scheduling via email at propertyinspections@readingpa.gov, via fax at 610-655-6525 or via U.S. Mail to the address above.

An administrative fee of \$150.00 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 second scheduled inspection, an administrative fee of \$250.00 will be assessed against the property owner. If the property owner fails to appear for the third scheduled inspection or any combination of scheduled inspections, cancellations or failure to gain entry, a \$400.00 administrative fee will be assessed. Also, the City may placard the subject property and/or promptly seek an administrative search or inspection warrant.

Please Note:

- It is the responsibility of the owner to make tenant(s) aware 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 re-schedule your inspection. It is the responsibility of the owner to contact the Property Maintenance Division office to determine if your inspection will be conducted as scheduled. Failure to do so will result in the appropriate assessment of fee(s).
- If the inspector is not on time for the inspection, please contact us at 610-655-6283 and we will remedy the situation as soon as possible.
- If you believe you have received this notice in error, please contact our office.
- All residential and mixed use properties, with the exception of single family owner occupied properties, require routine inspections.
- A Health and Safety 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 Officer must be obtained on any work required on the façade of a building within a Historic District prior to commencement of work.