



City of Reading Citizens Service Center
815 Washington Street
Reading Pennsylvania 19601-3690
1 (877) 727-3234
www.readingpa.gov
csc@readingpa.gov
BUSINESS PRIVILEGE LICENSE
RENTAL APPLICATION

<u>For City Use Only</u>	

Account Number	

Clerk	Date

All applicable questions (1-11) must be fully answered and clearly printed.
 License Fee - \$55.00

1. Name of Property Owner: _____	2. SSN/FEIN: _____
3. Property Owner's Mailing Address: _____	
4. Telephone: _____	5. Fax: _____
6. E-Mail: _____	

7. DATE RENTAL REVENUES BEGAN: _____

8. Organization & Type of Business:

Proprietorship _____	Partnership* _____	LLP/LP _____
LLC _____	S-Corp _____	C-Corp _____
Association _____		

9. PROPERTY OWNER/LANDLORD INFORMATION:

Proprietor, Partners', Members', Or Officers' Name(s)	Title	Birth Date	Social Security Number	Home Address

10. Rental Properties – List Each Rental Property Located Within the City of Reading:

Please attach additional sheets if necessary.

- _____
- _____
- _____
- _____
- _____

Before the issuance of a Business Privilege License, you are required to register with the Codes and Zoning Offices.
Attach a copy of your Zoning Permit and Housing Permit with your Business Privilege License Application and check or money
order in the amount of \$55.00 payable to the City of Reading

11. I Hereby Certify That All Information And Statements Herein Are True and Correct.
If this form is not signed in the Citizens' Service Center it must be NOTARIZED.

X

 Proprietor/Partner/Member(s)/Officer(s) Signature Date

X

 Partner/Member(s)/Officer(s) Signature (If Applicable) Date

NOTE: The facts set forth herein are made subject to the penalties of 18 PA C.S. Sec. 4904 relative to unsworn falsifications to authorities.

*If Rental Business Is A Partnership, All Partners Must Verify Questionnaire Either By Personal Appearance At This Office For The Purpose Of Signing This Questionnaire Or By Separate Notarized Statement.

The license fee and business privilege tax are an annual license/tax. Notices will be mailed to you in January, on an annual basis, after your first year of business. If you do not receive these notices, it is your responsibility to notify us for a duplicate form.

All businesses must register separately with the City of Reading's business privilege tax collector:

Keystone Collections Group
PO Box 559
Irwin, PA 15642
1 888 328 0561, Spanish 724 978 2866
<https://keystonecollects.com>

The business privilege tax is levied by the City of Reading, PA and administered/collected by Keystone Collections Group. The **Business Privilege Tax** is based off your gross rental receipts at the rental rate of 2.25 mills.