



City of Reading • Property Maintenance Division

## HOUSING REGISTRATION APPLICATION INSTRUCTIONS

- 1. Application Type:** New owner- Property was purchased by you or the organization of which you are an authorized agent. Reinstatement- You may ask for reinstatement if your Housing Registration has been revoked and corrections have been made. Change of Use – Check box to indicate if the property is changing the size of units and/or use.
- 2. Property Address:** The purchased property address.
- 3. Property Size Change:** Specify whether you are changing the number of units of the property.
- 4.-9. Owner Contact Information:** Information for the Property owner of record as per Deed. Includes name, mailing address, phone numbers and email address. **Anytime this information changes please contact our office to keep your records updated.**
- 10. Identification:** Provide **one** of the following: **1-Driver's License or State Issued ID** - The driver's license must show the subject property address if the property being registered is an owner occupied property; a change of address card from the PA Dept. of Motor Vehicles is acceptable. **2-Passport** – Must be a current valid passport. **3-Government Issued ID** – Must be a current valid ID. \*If the ID does not show the card holder's address, and the subject property is owner occupied, please also provide a utility bill with the owner name and property address.
- 11. Federal EIN:** If a business is incorporated, supply your EIN number.
- 12. Business Privilege License Number:** If the subject property will be a RENTAL, you are **required** to obtain a Business Privilege License from the City of Reading Customer Service Center, RM 1-27.
- 13. Responsible Local Agent (RLA):** The use of a Responsible Local Agent is **required** if the owner lives 25 miles outside the City. The RLA shall provide the code official with access to the property for inspection purposes necessary to ensure such compliance. A RLA is required to reside within or maintain a principle office in Berks County, Pennsylvania. **Should your RLA change, you will need to re-submit items #13 - #19, #21, and #23.**
- 14.-19. Responsible Local Agent:** Supply contact information of RLA (if applicable).
- 20. Property Classification:** Indicate property type, along with number of units the in property. The numbers of units should reflect the current units not the future number of units. Indicate if property is currently vacant (no occupancy intended) or occupied.
- 21. Corporation and Partnership:** Please provide information of officers of the company along with supporting documentation.
- 22. Agent Certification:** Signature of agent acknowledging his/her role in the property.
- 23. Owner Certification:** Owner or company representative signature, Title (if applicable), printed name and current date.
- 24. Fees:** Fees due to the City of Reading for appropriate filing.
- 25. Application denied:** The reason why your application was denied.