



CITY OF READING, PENNSYLVANIA

PROPERTY MAINTENANCE DIVISION
815 WASHINGTON STREET
Room 1-30
READING, PA 19601-3690
(877) 727-3234

Dear Property Owner:

Thank you for purchasing a property in the City of Reading. We hope that this will be the beginning of a mutually beneficial relationship so that our city is a clean, safe and great place to live.

Please review the enclosed information so that you are aware of applicable policies and ordinances. For your convenience, all of these forms can be found online at <https://www.readingpa.gov/content/codes-documentation>.

Please note:

§308-102. Housing Registration Required. Owners of residential and mixed-use parcels are required to apply for and renew a housing registration issued by the City of Reading Property Maintenance Division per the procedure established by this code and policies created hereunder. **Owners of single-family owner occupied properties are required to confirm owner occupancy.**

An Illegal Unit property is one that has not been properly registered with the Property Maintenance Division within the *required timeframe* (within 30 days of the change of ownership or change of use) or a property's use is in question (e.g., a property zoned for one unit is being used as a two unit). Failure to register a property will result in the assessment of a **\$100.00 per unit surcharge**, with possible continuing non-compliance surcharge fees and the property being placarded. A Housing Application is enclosed for your convenience. All applicable fees are due upon submission of application.

A summary of the Quality of Life Ordinance is enclosed for your information along with a Code Summary and Inspection fee schedule explaining some of the code requirements for properties in the City of Reading. A Health and Safety Inspection is required for all newly transferred properties.

Please contact our office at the address or phone number above, or visit us at Reading City Hall, Room 1-30 Monday through Friday between the hours of 7:30am and 4:00pm.

For more information and access to required forms, please visit our website at www.ReadingPA.gov.

Sincerely,

Property Maintenance Division



Quality of Life Ordinance

The purpose of this Ordinance is to promote the health, safety and general welfare of the City by helping to create a clean environment for the citizens of Reading.

City of Reading
 815 Washington St.
 Reading, PA 19601
 877-PAREADING
 (877) 727-3234
www.readingpa.gov

City of Reading

The City of Reading needs your help to keep our City clean, safe, and a great place to live. There are 23 Quality of Life Violations that, if followed, help maintain the City. We have included a list of these violations for your review. If you are in violation of any of these, please correct the violation immediately. If violations are spotted by our inspectors, a picture will be taken and a fee will be assessed. The City no longer issues warnings.

If there are reasons that cause you to feel the ticket is unjust, an appeal can be filed. Appeals are scheduled on Tuesdays and Thursdays. If you would like to appeal, please follow the directions on the ticket. You must pay the ticket and if your appeal is granted, the City will refund your money.

The Quality of Life Ordinance will benefit everyone. This will help keep the City of Reading clean, but only if we all do our part.

*If you have any questions or you see a Quality of Life Violation,
 please contact the Citizen Service Center at
 877.727.3234*

Quality of Life Violation Number	Brief description of Quality of Life Violation
QOL - 001	Accumulation of rubbish or garbage
QOL - 002	Animal maintenance and waste/feces clean-up
QOL - 003	Disposal of rubbish or garbage/Dumping
QOL - 004	High weeds/grass or plant growth
QOL - 005	Littering or scattering rubbish
QOL - 006	It shall be unlawful to store, park or place any unregistered, uninspected, inoperative, unlicensed or nuisance motor vehicle on any premises.
QOL - 007	Operating a food cart illegally
QOL - 008	Operating or vending without the proper permit/license
QOL - 009	Outside placement of indoor appliances/furniture
QOL - 010	Ownership presumption of waste, trash and/or recyclables for illegal dumping and illegal hauling
QOL - 011	Placement or littering by private advertising matter
QOL - 012	Lack of removal of Snow and ice from sidewalks
QOL - 013	Storing containers for waste or trash in public view
QOL - 014	Storing or discarding of appliances on the exterior of the premises
QOL - 015	Storing of hazardous material in an unauthorized location
QOL - 016	Storing of recyclables in an unauthorized manner
QOL - 017	Storing or serving of potentially hazardous food
QOL - 018	Swimming pools shall be maintained in good repair at all times, etc.
QOL - 019	Violating the terms of any vending license
QOL - 020	Failing to obtain a Certificate of Appropriateness for any exterior work in Historic District
QOL - 021	Failing to obtain a Certificate of Appropriateness for a visible satellite dish in Historic District
QOL - 022	Failing to have a licensed trash/recycling hauler
QOL - 023	Unregistered dumpster