



CITY OF READING
RIGHT-TO-KNOW REQUEST
FORM (Updated August 22, 2019)

DATE INFORMATION REQUESTED: \_\_\_\_\_

NAME OF REQUESTOR (Required\*): \_\_\_\_\_

REQUESTER'S ADDRESS (Required\*):
Street address
City, State, Zip Code

TELEPHONE/EMAIL (Recommended): \_\_\_\_\_

RECORDS REQUESTED

Please state the specific record(s) you are requesting in the "Description of Records" space below. Prior to completing this request, please take a look at the reverse side of this form to see if the records can be obtained directly from a City Department without the Right-to-Know Process. If you are not sure the exact name of the record(s) please describe the record in as much detail as possible so we can identify exactly what you are looking for. Please see the reverse side of this form for records which can be provided in person and without this form. To help the City direct your request and provide for an earlier response, please indicate the Department(s) which you believe may have the records you are requesting (circle/check any department(s) that may have the records) :

- Building and Trades, Property Maintenance/Housing, Public Works, Community Development, Fire Department, Finance/Tax, Zoning, Police Department, Human Resources, Other (write in name of Department)

Description of Records:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

DO YOU WANT COPIES? YES or NO (circle one)

DO YOU WANT TO INSPECT THE RECORDS? YES or NO (circle one)

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO (circle one)

Requester's Signature: \_\_\_\_\_

Requests may be hand delivered or mailed to the Law Department at Room 2-39, 815 Washington Street, Reading, PA 19601, faxed to (610)557-8266 or emailed to Solicitor@readingpa.gov (email is preferred)

\* Requests shall include the name and address to which the agency should address its response (Section 703 of the Right-to-Know Law). If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing which shall include the requester's address. (Section 702). Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703).

This box is for City of Reading use only
RIGHT TO KNOW OFFICER:
DATE RECEIVED BY THE AGENCY:
AGENCY FIVE (5)-DAY RESPONSE DUE:



**CITY OF READING  
RIGHT-TO-KNOW REQUEST FORM  
(Reverse Side)**

**RECORDS THAT MAY BE OBTAINED WITHOUT FILING A RIGHT-TO-KNOW REQUEST\***

The City of Reading has determined that the following records are available directly from the department that maintains them. No Right-to-Know Request is necessary to obtain copies of these records:

**Zoning and Planning- City Hall, First Floor, Room 1-41:**

- Zoning Permits
- Zoning Hearing Board decisions
- Zoning Hearing Board applications

**Building and Trades- City Hall, First Floor, Room 3-10:**

- Permits (building, plumbing, electric, and mechanical)
- Certificates of Occupancy
- Stop Work Orders

**Property Maintenance- City Hall, First Floor, Room 1-30:**

- Housing permits
- Quality of Life Ordinance tickets
- Property Maintenance Inspection Reports (issued on Jan. 1, 2005 or later)
- Notices of Violation (issued on Jan. 1, 2007 or later)
- Copies of placards posted on unsafe/condemned properties

\* Due to limitations on our staff, the City reserves the right to limit requests to no more than 3 separate records or for records of more than (3) properties in a 24-hour period. If you need to request more than three separate records at one time, you may be required to submit a Right-to-Know Request.