



APPLICATION REHABILITATION AGREEMENT

Follow instructions listed on instruction sheet, for further information call 1-877-727-3234

WHEN COMPLETED, MAIL TO:

CITY OF READING
Property Maintenance Division
815 WASHINGTON STREET, RM 1-30
READING PA 19601-3618

PURPOSE: Agreement for rehabilitation of property. Agreement is designed to facilitate the property owner in their property rehabilitation by compliance of local codes & ordinances.

1. APPLICATION TYPE

New Rehabilitation Agreement

Rehabilitation Extension

2. Address of Property

City State ZIP Code

READING PA 196_____

3. Current unit(s) in property? _____

Property increase or decrease in units? From # _____ to # _____ N/A

4. HISTORIC DISTRICT:

5. Owner Name (First, Last)

6. Owner's Address (*P.O. box not acceptable*)

City State ZIP Code

7. Owner Daytime Telephone No.

8. Owner Evening Telephone No.

9. Owner FAX No.

10. Owner E-Mail Address

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11. Contact (*person responsible for receiving communication, violation notices, etc.*)

GENERAL CONTRACTOR (*optional*)

OWNER

12. Name of Contractor

13. Contractor's Address

City State ZIP Code

14. Contact Daytime Telephone No.

15. Contact Evening Telephone No.

16. Contact FAX No.

17. Contact E-Mail Address

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18. Rehabilitation

The property owner must prove to the appropriate agencies of the City of Reading, including but not limited to, the Property Maintenance Division, the Building and Trades Division, Historic Preservation Office, and the Blighted Property Review Committee, that the subject property is code-compliant and ready for its appropriate use as defined by the Zoning Division.

Please be advised that repairs or alterations to any electrical, mechanical, or plumbing system will require a Building and Trades permit issued to a contractor licensed by the City of Reading. Likewise, any repairs or alterations to any structural element or means of egress components (stairs, doors, handrails, etc.) will also require a Building and Trades permit. For any clarification regarding building permit requirements, call Building and Trades at 610-655-6284 or stop by City Hall at 815 Washington St., Room 3-10, Monday through Friday, between the hours of 8:00AM and 4:00PM.

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.

OFFICIAL USE Eligibility:

___ Housing Registration Completed
___ Property requires 75% rehabilitation
___ Fees paid to date

OFFICIAL USE

___ Verified _____
___ Verified _____
___ Verified _____

19. General Work Plan (attach additional sheets if needed)

20. Timeline:

Start Date

End Date

OFFICIAL USE/PERMIT

OFFICIAL USE (sign & date)

Exterior	_____	_____	_____	Trades _____
Roof	_____	_____	_____	PMI _____
Accessory Structures	_____	_____	_____	Historic _____
Electrical	_____	_____	_____	
Mechanical	_____	_____	_____	Zoning _____
Plumbing	_____	_____	_____	Permit# _____
Interior	_____	_____	_____	Control# _____
Other	_____	_____	_____	

21. Contractor Certification (If applicable)

Contractor used must be licensed as required by the City of Reading, have appropriate insurance and, in the case of home improvement contractors, be registered with the State Attorney General's Office.

Contractors' Signature _____ *Date* _____

22. Owner/ Certification

I certify that the Contractor named above has been designated to act as my legal representative with regard to the property listed in Section 2 of this application.

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 of Property Owner/Partner/Officer(Required)

Title (of Partner/Officer if applicable)

Print Name

Date

OFFICIAL USE

APPROVED _____ DENIED _____

Reason: _____