



City of Reading  
815 Washington Street  
Property Maintenance Division  
Phone: 877-727-3234  
Fax: 610-655-6525

## Responsible Local Agent Form

Required if owner lives 25 miles outside the City of Reading (Ordinance §308-110)

Please provide a copy of one of the following:

- Driver's License       Passport       State of Government ID

### Responsible Local Agent Information:

Name (PRINT): \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### Property Addresses:

_____	_____
_____	_____
_____	_____
_____	_____

### Responsible Local Agent Certification

*The responsible local agent shall provide the code official with access to the property for inspection purposes necessary to ensure such compliance. A responsible local agent is required to reside within or maintain a principle office in Berks County, Pennsylvania. I certify that I am the responsible local agent of the owner(s) in relation to the property listed in Section 2 of this application and that I am empowered to accept service of notices, orders, summonses, etc., in relation to the subject property.*

Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Owner/ Certification

*I certify that the agent named above has been designated to act as my responsible local agent, as described in the City of Reading Codified Ordinance, with regard to the properties listed above. 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 \_\_\_\_\_ Date \_\_\_\_\_