City of Reading
Certificate of Transfer Application

☐ The Certificate of Transfer is required to accompany the sale of every property in the City of Reading as per City of Reading Codified Ordinance Chapter 431, Part 2. Also per ordinance, a(n) Health and Safety (H&S) inspection is required for every property that transfers within the City of Reading. The initial H&S inspection fee is $150.00 and can take place prior to or after settlement.

☐ As per the City of Reading Property Maintenance Code 107.6, it is unlawful for the owner of any dwelling unit, structure, or lot whom is not in compliance with any or all City code(s) or ordinance(s) to sell, lease, transfer, mortgage, or otherwise dispose of said unit, structure, or lot, without first complying - OR- the Property Maintenance Specialist must receive a notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

☐ For any questions on completing this application please contact the Property Maintenance Division Specialist at 610.655.6311

Property Address being transferred:

Total Number of Units:

☐ # Residential Units ☐ # Commercial Units ☐ # Rooming Units

Current owner of record Name: ___________________________ Current owner of record Address: ___________________________

Preferred Method of Delivery:

☐ USPS Address: __________________________________________

☐ Email Address: __________________________________________

Applicant/Requestor: __________________________________________ (please print)

Signature: __________________________ Phone Number: __________________________

Requesting to have Health and Safety prior to settlement.

☐ YES ☐ NO

- Tentative settlement date (if available): __________________________

*If yes, be sure to include a written request from the current property owner to authorize the Health and Safety Inspection*

Mail copies to:
Property Maintenance Division.
815 Washington St Rm. 1-30
Reading, PA 19601

Electronic copies to:
Email or Fax
Certificateoftransfer@readingpa.gov
610.655.6525

*Incomplete applications will not be processed.*

No fee is required for a Certificate of Transfer
Please allow up to 7-10 business days to complete.