



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 10, Section 18.
- There is no fee to receive the Certificate of Transfer, however if the seller would like to apply and be responsible for a Health and Safety Inspection, the cost is \$150.00. The seller would be fully responsible to correct any deficiencies found in the time indicated on the inspection report. To begin this, the seller should complete the Health and Safety Inspection Application, available online or at the Property Maintenance Office. If the Health and Safety Inspection does not occur prior to sale, the buyer will be responsible to carry out and pay for the Health and Safety Inspection.
- Please indicate the preferred method of delivery by selecting the appropriate box below.
- Unless specifically indicated otherwise, the Certificate of Transfer will be mailed to the mailing address recorded on the deed of the property according to the Berks County Recorder of Deeds.
- Return to: Property Maintenance Division
815 Washington St Rm. 1-30
Reading, PA 19601

Property Address: _____

Owner of Record: _____

Address: _____

Phone: _____

Email: _____

Preferred Method of Delivery USPS Email

Type of Property: Owner Occupied Rental Vacant

Commercial Mixed Use- Please Explain: _____

Number of Rental Units: _____

Signature of Owner: _____ Date: _____

Important- This application is not complete unless it is signed by the Owner.

Official Use Only

Date of Receipt: _____

Date of Issuance: _____