



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.
- No fee is required for a Certificate of Transfer.
- A Health and Safety (H&S) Inspection is required for every property transferred in the City of Reading.
- The seller may request to have the Health and Safety Inspection performed prior to sale if preferred; please contact the Property Maintenance Division at 610.655.6283
- Return to: Property Maintenance Division
815 Washington St Rm. 1-30
Reading, PA 19601

Property Address: _____

Owner of Record: _____

Owner's Address: _____

Preferred Method of Delivery: USPS Email

- Address to send Certificate of Transfer: _____

Total Number of Units:

_____ # Residential Units _____ # Commercial _____ # Rooming Units

Applicant:

- Name: _____
- Email: _____
- Phone: _____

Signature: _____ Date: _____

Incomplete Applications will not be processed.

Official Use Only

Date of Receipt: _____

Date of Issuance: _____