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.
- 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:

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

Requesting to have Health and Safety <u>prior</u> 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:	**Electronic copies to:**
Property Maintenance Division. 815 Washington St Rm. 1-30 Reading, PA 19601	Email or Fax Certificateoftransfer@readingpa.gov 610.655.6525

<u>*Incomplete Applications will not be processed.*</u>