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:

- □ 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.*