### Purpose:
Owners of residential and mixed-use parcels are required to apply for a housing registration issued by the City of Reading Property Maintenance Division. Housing registration is **required within 30 days** of the change of ownership or change of use and annually thereafter.

#### 1. Application Type
- [ ] New Owner
- [ ] Reinstatement
- [ ] Change of use

#### 2. Property Address
- **City**: Reading
- **State**: PA
- **ZIP Code**: 196___

#### 3. Property increase or decrease in units?
- **From**: #______
- **To**: #______
- [ ] N/A

#### 4. Owner Name (First, Last)

#### 5. Owner Mailing Address
- **City**: 
- **State**: 
- **ZIP Code**: 

#### 6. Owner Daytime phone No.
- ( ) - 

#### 7. Owner Mobile phone No.
- ( ) - 

#### 8. Owner FAX No.
- ( ) - 

#### 9. Owner E-Mail Address

#### 10. Identification
- [ ] Driver's License
- [ ] Passport
- [ ] State or Government ID


#### 12. Business Privilege License Number (Needed for rental properties)

#### 13. Responsible Local Agent
- required if owner lives 25 miles outside the City of Reading (Ordinance §308-110)

#### 14. Name
- [ ] Office Use

#### 15. Address
- **City**: 
- **State**: 
- **ZIP Code**: 

- ( ) - 

#### 17. Mobile phone No.
- ( ) - 

#### 18. FAX No.
- ( ) - 

#### 19. E-Mail Address

#### 20. Property Classification (required documents)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Number of Units</th>
<th>Occupancy Status</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner Occupied Single Family Dwelling (you are the owner &amp; live at the property)</td>
<td>1</td>
<td>Occuited</td>
<td></td>
</tr>
<tr>
<td>Family Occupied House (you are the owner but a family member lives at the property)</td>
<td>1</td>
<td>Occupied</td>
<td></td>
</tr>
<tr>
<td>House (you own a single family home but do not live at the property)</td>
<td>1</td>
<td>Vacant  Occupied</td>
<td></td>
</tr>
<tr>
<td>Apartment (multi-unit property)</td>
<td>_________</td>
<td>Vacant  Occupied</td>
<td></td>
</tr>
<tr>
<td>Mixed Used (commercial &amp; residential property)</td>
<td>#_______Commercial</td>
<td>Vacant  Occupied</td>
<td></td>
</tr>
<tr>
<td></td>
<td>#_______Residential</td>
<td>Vacant  Occupied</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Vacant  Occupied</td>
<td></td>
</tr>
</tbody>
</table>

---

HOURES (Update 8/11/17)
21. CORPORATION AND PARTNERSHIP (list three principals if corporation). Attach additional sheet with information if necessary.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>HOME ADDRESS (INCLUDE CITY, STATE, &amp; ZIP CODE.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Documentation needed (if applicable)  ☐ Articles of Incorporation  ☐ Partnership Agreement

22. Responsible Local Agent Certification (If applicable)

The responsible local agent shall provide the code official with access to the property for inspection purposes necessary to ensure such compliance. A responsible local agent is required to reside within or maintain a principle office in Berks County, Pennsylvania. I certify that I am the responsible local agent of the owner(s) in relation to the property listed in Section 2 of this application and that I am empowered to accept service of notices, orders, summonses, etc., in relation to the subject property.

Agent's Signature ______________________________________________________________ Date ____________________

23. Owner/ Certification

I certify that the agent named above has been designated to act as my responsible local agent, as described in the City of Reading Codified Ordinance, with regard to the property listed in Section 1 of this application.

I hereby verify that the information provided on this application is true and correct to the best of my knowledge, information, and belief. I understand that false statements made herein are subject to penalties of 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities.

________________________________________________________________________________________
Signature of Property Owner/Partner/Officer(Required)          Title (of Partner/Officer if applicable)
________________________________________________________________________________________
Print Name                                                                                                                             Date

If not registered, the property Maintenance Division may designate your property illegal, adding a non-compliance surcharge of $1,000 per unit and continuing non-compliance surcharge fees may apply.

24. FEES (waived for owner occupied, family occupied house)

HOUSING REGISTRATION $100.00

Please send completed application with appropriate fees payable to:

CITY OF READING
PROPERTY MAINTENANCE DIVISION
815 WASHINGTON STREET, RM 1-30
READING PA 19601-3618

25. HOUSING REGISTRATION APPLICATION DENIED

Your Housing Registration has been denied due to the following reason(s):

__ Driver’s License needs address updated    __ Utility bill    __ Family member Driver’s License Missing
__ Business License number missing       __ required fee not enclosed   __ demonstrable history of code violations
__ delinquent property maintenance fees or tax delinquencies     __ Responsible Local Agent information required
__ Other

Please correct and/or supply missing information and resubmit, thank you!