



**21. CORPORATION AND PARTNERSHIP** (list three principals if corporation). Attach additional sheet with information if necessary.

NAME	TITLE	HOME ADDRESS (INCLUDE CITY, STATE, & ZIP CODE)

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 \$100 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!