RICHMOND RENT PROGRAM
440 Civic Center Plaza, Suite 200, Richmond, CA 94804
www.richmondrent.org
rent@ci.richmond.ca.us
(510) 234-RENT (7368)

Agent Authorization Form

Complete a separate form for each residential rental property.

Purpose: Use this form to authorize either specific people or corporations, such as a property management company, to file and complete Rent Program documents on behalf of a property owner. The owner must sign this form.

Section A: Property Information	Rental Property Street Address: _____ City: _____ State: _____ ZIP: _____ Parcel Number (APN): ___ ___ ___ - ___ ___ ___ - ___ ___ ___
Section B: Choose Action	☐ Add this agent ☐ Replace former agent ☐ Delete agent below *(complete sections D & F only)*
Section C: Agent Authorization	I/We, _____ *(name of owner(s))* am/are the owner(s) of the property identified above. I hereby authorize and appoint the following agent (whom is 18 years of age or older) to complete and execute, under penalty of perjury, the Richmond Rent Program Enrollment, Termination of Tenancy, and Rent Increase forms for this property. I agree to be bound by each document filed by this person to the same extent as if I had completed the document and executed it under penalty of perjury myself.
Section D: Authorized Person and/or Property Management Company	Name: _____ Company: _____ Street Address: _____ City, State, ZIP: _____ Phone Number: _____ Email: _____
Section E: Communication Information CHECK ONLY ONE	Where would you like us to send Rent Program notifications and statements? ☐ Authorized Agent/Person Mailing Address ☐ Owner address on file (no change) ☐ Other authorized agent address or email already on file (no change)
Section F: Signature	I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Owner _____ *Print the first and last name of the person signing* Signature _____ Date _____
STAFF USE ONLY:	Rental Housing #_____ Date Received: _____

FORM SUBMISSION:
In-Person or Mail: 440 Civic Center Plaza, Suite 200, Richmond, CA, or Email at rent@ci.richmond.ca.us