



# AUTHORIZATION TO ACT AS AGENT

(If the Legal Owner is not requesting the information)

I, \_\_\_\_\_ (print name), the legal owner, or who has signing authority of

\_\_\_\_\_ (civic address),

hereby authorize \_\_\_\_\_ (name)

of \_\_\_\_\_ (name of company, etc. if applicable)

to act as my agent pertaining to the above property, with respect to the following information:

## (Reason for Authorization - please check any and all boxes that apply)

- to apply for and obtain a building or demolition permit; sign, plumbing or pool enclosure permit;
- to receive detailed information on zoning, outstanding work orders and /or location survey compliance involving my property;
- to obtain information regarding Enforcement Services, including property standards and maintenance issues on my property, including communicating with City staff and accessing my property for the purpose of inspections;
- to receive detailed information on pending legal matters involving my property, and to undertake steps to secure my property (including demolition if necessary).
- other matters (please specify) \_\_\_\_\_

## Please indicate whether this authorization has a limited time frame:

Start Date: \_\_\_\_\_ 20\_\_\_\_ To End Date: \_\_\_\_\_ 20\_\_\_\_

Date Not Applicable:

\_\_\_\_\_  
*Signature (Legal) Owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature Acting Agent*

\_\_\_\_\_  
*Date*

1. This authorization requirement applies to spouses or other family members that are not listed on the deed (see your tax bill for who is listed on the deed).
2. If a numbered company or company name is listed on the deed; an article of incorporation, or document to verify signing authority for the business will be required.

**Please note:** Photo I.D. will be required.