



Philadelphia Housing Authority
Building Beyond Expectations

Carl R. Greene
Executive Director

Agent Authorization

This authorization is to be completed by the legal owner of the designated property when another individual or entity, other than the owner, will be managing the property. A copy of the Management Agreement should be attached to this authorization. Please keep a copy of this authorization on file.

Property Address: _____

Tenant Name: _____

AUTHORIZATION

I, _____, hereby authorize
(Owner's Name)

_____, known as my Agent,
(Agent's Name)

To conduct the following business with the Philadelphia Housing Authority (PHA) on my behalf for the above captioned unit.

Place an "x" in each box that applies to the agent's responsibilities.

- Contract with PHA and tenant (i.e. negotiate rent, execute tenant lease and HAP contract)
- Receive Housing Assistance Payment (HAP) and tenant rental payments
- Grant access to the rental unit
- Access contract and payment information
- Maintain the unit and responsibility for repairs and inspections

AGENT CONTACT INFORMATION

Contact information for my Agent is as follows:

Company Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Signature of Legal Owner

Date

Signature of Agent

Date