

# PROPERTY MANAGER AUTHORIZATION

The Management Company/Agent for the unit listed below is either licensed by the State of Pennsylvania, or is employed by me in accordance with Pennsylvania Code 35.201. (If an Agent or Management Agreement is available, please provide a copy.)

Property Address: \_\_\_\_\_

Tenant Name(s): \_\_\_\_\_

I, \_\_\_\_\_ (owner's name), hereby authorize  
\_\_\_\_\_ (property manager's name) known hereafter as my Agent, to conduct the  
business indicated in Section C below with MCHA on my behalf for the unit listed above.

As appropriate, fill in either Section A or Section B below:

**Section A – Property Manager licensed by the State of Pennsylvania:**

Real Estate Broker: \_\_\_\_\_  
(Signature of Broker)

Broker #: \_\_\_\_\_

**Or**

Real Estate Agent: \_\_\_\_\_  
(Signature of Real Estate Agent)

Agent Sales #: \_\_\_\_\_

**And**

Real Estate Broker: \_\_\_\_\_  
(Signature and License # of Managing Broker)

Broker #: \_\_\_\_\_

**Section B – Property Manager is an employee of the owner, as defined by Pennsylvania Division of Real Estate.**

**Section C – My Property Manager is authorized to conduct the following business on my behalf:**

*Check all that*

*apply*

- Contract with MCHA and tenant (i.e., negotiate rent, execute tenant lease and HAP Contract)
- Receive Housing Assistance Payments (HAP) and tenant rental payments
- Grant access to the rental unit
- Access contract and payment information
- Other (attach additional sheets if necessary)

This authorization is for the above unit only.

\_\_\_\_\_  
(Signature of Legal Owner)

\_\_\_\_\_  
(Date)

**Section D – Contract information for my Property Manager is as follows:**

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please keep a copy of this authorization on file as it may be requested for verification purposes.