

## APPOINTMENT OF AGENT

If an Owner has appointed someone to act on the Owner's behalf, this Appointment of Agent must be completed.

Note that if the property is owned by two or more individuals, such as by a husband and wife, this Appointment of Agent form must be completed in order for one Owner to act on behalf of the others.

1. The address of the property is: \_\_\_\_\_

2. The name of all Owners as they appear on the Deed is/are: \_\_\_\_\_.

3. The Owner (s) is/are (please check the one that applies):

- Individual (s):** If two or more individuals own the property, all Owners must sign this Appointment in order to appoint an agent. If one of the Owners will be acting for the others, that Owner must be appointed as an agent.
- A Corporation:** If a corporation owns the property, the authorized signatory of the corporation must sign this Appointment in order to appoint an agent, except when evidence (*clerk's certificate of vote, or copy of by-laws*) that another individual has been so authorized.
- A General Partnership:** If a general Partnership owns the property, all General Partners must sign this Appointment in order to appoint an agent, unless documentation is attached authorizing a Managing or other General Partner to sign.
- A Limited Partnership:** If a limited partnership owns the property, all General Partners must sign this Appointment in order to appoint an agent, unless documentation is attached authorizing a Managing or other General Partner to sign.
- A Trust:** If a trust owns the property, all Trustees must sign this Appointment in order to appoint an agent, unless documentation is provided (*a copy of the Declaration of Trust*) that one Trustee has been authorized to sign. *Please note that the Rental Assistance Programs cannot pay subsidy where the owner of record is a trust and the tenant is a beneficiary of the trust.*
- A Limited Liability Company:** If a limited liability company owns the property, all Members must sign this Appointment in order to appoint an agent, unless documentation is provided (*a copy of the Certificate of Organization or Operating Agreement*) that one Member has been authorized to sign.

4. The Owners have appointed \_\_\_\_\_ (name of individual) of \_\_\_\_\_

\_\_\_\_\_ (list business name, if any) located at: \_\_\_\_\_

\_\_\_\_\_ (address) with a phone number of \_\_\_\_\_, to act as Owner(s)' agent in relation to the above property, with all of the powers and duties indicated below (check all that apply):

- To sign on its behalf all Requests for Tenancy Approval, leases, Housing Assistance Payments Contracts, and any amendments or extensions thereto.
- To receive and receipt for all rents, security deposits, and key deposits.
- To receive any and all notices and communication.
- To cause to make all necessary repairs.
- To issue in its name notices to quite to institute summary process proceedings.
- To act on its behalf on all other matters germane to management and other issues needing attention for this unit.

5. This Appointment of Agent is effective as of \_\_\_\_\_. BHDC may rely on this Appointment until such time as it receives signed notification of modifications or termination.

**Owner Signatures:** (see #3 above for who must sign)

Title

Date

\_\_\_\_\_  
Signature



Berkshire  
Housing  
Development  
Corporation

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**Print Name**