



GARDNER HOUSING AUTHORITY

HCV (Section 8) Program
116 Church Street; Suite 1
Gardner, Massachusetts 01440
Tel. (978) 632-6634
Fax (978) 632-2043

APPOINTMENT OF AGENT

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

Note: If the property is owned by 2 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. Unit Address: _____

2. The Name of all Owners as they appear on the deed:
Owner #1: _____
Owner #2: _____
Owner #3: _____
3. Provide the following documents: (these may be downloaded from mass.gov)
 - Proof of ownership: Copy of Deed
 - Copy of business entity summary page for all: LLC, C/S Corp, Partnership, Trust/estate etc.
 - MA License or Government Photo ID of owner
4. Check the ONE that applies:
 - Individual(s):** If two or more individuals own the property, all owners must sign this Appointment of Agent form 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.
 - 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 authorized.
 - 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.
 - 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.
 - 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 Program cannot pay subsidy where the owner of record is a trust and the tenant is a beneficiary of the trust.
 - 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.

5. To act as Owner(s)' agent in relation to the above property, with all the powers and duties indicated below (Check only those that apply):

- To sign on 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 – W-9 required for Agent.
- To receive any and all notices and communication.
- To cause to make all necessary repairs.
- To issue in its name notices to quit to institute summary process proceedings.
- To act on its behalf of all other matters germane to management and other issues needing attention for this unit.

6. This Appointment of Agent is effective as of _____. The Gardner Housing Authority will rely on the Agreement until such time as it received signed notification of modification and termination.

OWNER SIGNATURE(S): SEE #4 FOR WHO MUST SIGN.

Owner #1 Signature _____ **Date:** _____

Printed Name	
Title	
Address	
Phone Number	

Owner #2 Signature _____ **Date:** _____

Printed Name	
Title	
Address	
Phone Number	

Owner #3 Signature _____ **Date:** _____

Printed Name	
Title	
Address	
Phone Number	

Agent Signature _____ **Date:** _____

Printed Name	
Title	
Address	
Phone Number	