

REGISTERED OWNER'S AUTHORIZATION LETTER

This letter is to advise that I/we, the undersigned, am/are the Registered Owner(s) of the property located at:

Subject Property Address

Legal Description

hereby authorize as my Agent:

Agent Name or Company Name (PLEASE PRINT)

Phone

Address

Email

To do the following (initial applicable items):

1. ____ Act on my behalf for all purposes relative to the application and issuance of a Building Permit
2. ____ Obtain copies of all plans
Owner's Agent must complete and attach a House Plan Request Form. Plans will be provided in a .pdf format
3. ____ Request a Comfort Letter (Property Search)
Property Search typically includes date of occupancy, outstanding work orders, zoning information and details on Board of Variance applications. Note: copies of permits or plans are not provided
4. ____ Request an address change
To change a house number: the Owner's Agent must complete and attach an Owner Request for Property Address Change Form

(1) Registered Owner Name (PLEASE PRINT) and Signature

Date signed

Phone

E-Mail

(2) Registered Owner Name (PLEASE PRINT) and Signature

Date signed

Phone

E-Mail

Note: All Registered Owners must sign. For corporate ownership, a Corporate Search must be submitted showing proof of signing authority.

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