



**Land Use Services Department  
Code Enforcement Division**

**AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF**

*Note: This Authorization Form is required to be completed by the property owner when designating an agent of the property owner to discuss and/or take action on an active code enforcement case with the Code Enforcement Division.*

I, [\_\_\_\_\_] , as the owner of the property located at [\_\_\_\_\_] , hereby authorize  
Property Owner (Print) Address or APN

[\_\_\_\_\_] to act as my representative at the aforementioned property.  
Authorized Person/Persons' Name(s)

[\_\_\_\_\_] is authorized to perform any acts necessary to address the active Code Enforcement  
Authorized Person/Persons' Name(s)

case on my behalf, including but not limited to:

***DIRECTIONS: Answer and initial each statement below to signify you understand that this information will be shared with the Authorized Person(s) that you have appointed.***

- Yes No \_\_\_ 1. Communicating with the Code Enforcement agency regarding the case
- Yes No \_\_\_ 2. Providing any documentation or evidence necessary to address the case
- Yes No \_\_\_ 3. Applying for and obtaining any permits required for the property
- Yes No \_\_\_ 4. Making any repairs or improvements necessary to bring the property into compliance with applicable codes

This authorization is effective immediately and shall remain in effect until the code enforcement case is resolved, until I provide written notice of revocation, or upon automatic expiration two years after date of signature.

I declare under penalty of perjury that I am the property owner for the address/property listed above and I personally filled out the above information and certify its accuracy.

Signature of property owner: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name/Signature

**THIS DOCUMENT MUST BE NOTARIZED**

**STAMP NOTARY SEAL HERE (AND/OR) ATTACH SEPARATE NOTARY DOCUMENT TO VERIFY SIGNATURE OF PROPERTY OWNER**