



# LETTER OF AGENCY FOR PROPERTY OWNERS

VALID UP TO 180 DAYS ONLY

Code Enforcement Services  
250 Frank Ogawa Plaza  
2<sup>nd</sup> Fl., Suite 2340  
Oakland, Ca 94612  
(510) 238-3831

PROPERTY ADDRESS:

By my signature below I authorize \_\_\_\_\_ to act as my agent/  
representative in obtaining any permits, making payment inquiries, participate in communications as related to code enforcement on  
behalf of the owner(s), to act as authorized signatory for execution of compliance plans, or as to any related work as described below  
from the PBD, Bureau of Building, Code Enforcement Services as it pertains to the above listed property address.

BRIEFLY DESCRIBE WORK TO BE PERFORMED:

As proof of ownership, I have attached either 1) a copy of my property deed, or 2) a current tax bill which identifies me as the  
owner of said property.

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE (MUST BE SIGNED BEFORE City Permit Staff Member)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF PROPERTY OWNER

\_\_\_\_\_  
PROPERTY OWNER'S PHONE NUMBER

\_\_\_\_\_  
IDENTIFICATION OF OWNER - DOCUMENT NUMBER & TYPE

\_\_\_\_\_  
EXPIRATION DATE

Verification type of owner's name for property:

- ☐ COUNTY RECORDS
- ☐ PERMIT TRACKING SYSTEM
- ☐ PROPERTY DEED
- ☐ CURRENT TAX BILL
- ☐ OTHER ... \_\_\_\_\_

Staff's Name: \_\_\_\_\_ Date: \_\_\_\_\_