



LETTER OF AGENCY
FOR PROPERTY OWNERS/PAYOR
VALID UP TO 180 DAYS ONLY

Planning and Building Department
250 Frank H. Ogawa Plaza
2nd Floor, Suite 2114
Oakland, CA 94612

NAME OF PROPERTY OWNER/PAYOR:

PROPERTY ADDRESS:

By my signature below I authorize _____ to act as my agent/ representative in obtaining any permits, payment inquiry related to the work described below from the CEDA/ Building Services Division for 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 A NOTARY PUBLIC)

DATE

PRINT NAME OF PROPERTY OWNER

PROPERTY OWNER'S PHONE NUMBER

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____ before me, _____ (insert name and title of the officer), personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)