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| |  | | --- | | **Authorization Letter**  Authorization from Property Owner |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Letter of Authorization  Dear [Recipient's Name],  I, [Your Full Name] , am the lawful owner of the property located at [Property Address]. I am writing this letter to authorize [Agent's Full Name], whom I hereby refer to as the "Agent," to act on my behalf in all matters pertaining to the said property.  **The Agent is granted full authority to undertake various activities related to the property as outlined below:**   * To represent me in all legal and financial transactions concerning the property, including but not limited to, leasing, renting, selling, and purchasing. * To negotiate and sign agreements, contracts, or any other legal documents necessary for the proper management of the property. * To communicate with government authorities, homeowners' associations, and any other relevant entities on matters concerning the property. * To collect and receive rental payments, security deposits, or any other funds associated with the property on my behalf. * To make decisions regarding necessary repairs, maintenance, and improvements to the property, ensuring it remains in good condition. * To take any legal action required to protect my interests as the property owner, including but not limited to, initiating legal proceedings against defaulting tenants or unauthorized occupants.   This authorization shall remain valid until [Specify End Date], unless otherwise revoked in writing by me. The Agent is not authorized to delegate this authority to any third party without my express written consent.  I kindly request your full cooperation with the Agent during the term of this authorization. Please consider all actions taken by the Agent as if they were taken by me directly.  If you require any further verification or documentation to validate this authorization, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].  Thank you for your understanding and cooperation in this matter.  Sincerely,  [Your Full Name]  [Property Owner] | |