|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **Authority Letter** for Property Management | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Notarized Letter of Authorization for Property Management  Dear [Recipient's Name],  I, [Your Full Legal Name], am the legal owner of the property located at [Property Address]. I hereby grant [Recipient's Name] the authority to manage the property on my behalf during my absence.  **[Recipient's Full Name] is authorized to perform the following tasks related to property management:**  Collecting rent payments and issuing receipts  Handling repairs and maintenance  Interacting with tenants and resolving any issues  Entering into lease agreements on my behalf  By notarizing this letter, I affirm that I have willingly granted this authorization and trust [Recipient's Name] to act in my best interest as the property manager.  Sincerely,  [Your Full Legal Name]  [Notarization Statement] | |  | |