

# Property Management Authorization Letter

Date: \_\_\_\_\_

## To Whom It May Concern:

I, \_\_\_\_\_, as the legal owner of the property located at:

Address: \_\_\_\_\_

hereby authorize \_\_\_\_\_ (hereafter referred to as "the Property Manager") to act on my behalf in the management and administration of the above-mentioned property. This authorization includes, but is not limited to, the following duties:

- Collecting rent and other payments
- Signing lease agreements
- Arranging maintenance and repairs
- Representing my interests with tenants and service providers
- Handling official matters regarding the property

This authorization is effective from \_\_\_\_\_ until \_\_\_\_\_ unless revoked in writing.

## Owner's Details:

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

## Property Manager's Details:

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Owner's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Property Manager's Signature

Date: \_\_\_\_\_