



HOUSING AUTHORITY OF THE CITY OF SPRINGFIELD  
HAS PROPERTIES  
421 W. Madison St., Springfield, MO 65806  
(417) 866-4329

\_\_\_\_\_ is authorized to act as the agent regarding  
the rental property located at the following address:

Street or Rural Route \_\_\_\_\_ City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

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

The agent is authorized to handle the following business activities associated with the rental property as listed above: (Check all that apply.)

- Sign lease and other contract documents.
- Authorize repairs.
- Collect the rent.
- Receive 1099 (1099 information must match the W9)
- Other (Explain.) \_\_\_\_\_

**AGENT INFORMATION:**

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

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

Agent Telephone: \_\_\_\_\_  
Agent Fax: \_\_\_\_\_  
Agent Email: \_\_\_\_\_

**RENT INFORMATION:**

Make Rent Check payable to: \_\_\_\_\_

Mail Rent Check to: \_\_\_\_\_

(And/or Complete form for ACH) \_\_\_\_\_

**OWNER INFORMATION:**

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

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

EIN/SS # used for Tax Purposes: \_\_\_\_\_

This number belongs to:  Owner  Manager

