

DATE: June 12, 2009  
TO: Property Managers  
FROM: Compliance & Preservation Division  
SUBJECT: **Revised Forms – #2-2009**

### **Authorization to Release Confidential Information**

Based on stakeholder feedback, we have revised our Authorization form to be more restrictive concerning information and time periods that it will cover. The form is to be signed by both the applicant/ resident and the management agent. Please review the form thoroughly before commencing to use it. If you have any questions regarding the form, please contact Melissa Donahue, Manager, at [melissa.donahue@wshfc.org](mailto:melissa.donahue@wshfc.org).

### **Resident Eligibility Application**

When this form was revised within the past year, a few previous fields at the top of the form were inadvertently changed. The form has been corrected so that it carries the household member name, property name and unit number across pages 2-4. The household member name is an enterable field. The head of household's name is only listed on the first page.

Remember that the REA is to be filled out by the applicant/resident in the physical presence of a management agent and that the agent must sign and date the form the same day the applicant/ resident fills it out.