AHFA Online DMS Authorization Form 2015

Attention Owner Contacts,

As the general partner(s), officer(s) or ownership contact(s), collectively; (the owner), Alabama Housing Finance Authority (AHFA) would like to ask that the owner please list all properties that the owner currently has an ownership interest in on the attached form.   Additionally, for each property, AHFA would like for the owner to identify the person(s) responsible for updating tenant data events as a part of the annual owner certification process. By submitting the name(s) of the owner's authorized users, the owner is granting permission to AHFA to allow each person access to the specified properties.

The AHFA Online DMS Authorization Form and list of property(s) are due back to AHFA as soon as possible for those entities that have not already provided this information. The data that is entered into AHFA Online DMS is used to collect some of the required information for the Annual Owner Certification (AOC). A Submission Receipt will be generated once the tenant data has been entered for each property and must be submitted as part of the AOC package due by April 1, 2015. Please return this signed form and the list of the owner's property(s) to the attention of Cade Barrett, 7460 Halcyon Pointe Drive, Suite 200, Montgomery, Alabama 36117 or scan and email to cbarrett@ahfa.com .

 Upon receipt of the fully executed authorization form and property(s) list, AHFA will provide the owner with an Award Number for each property listed within 10 business days of receipt.

After receiving the Award Number(s), the owner will need to register on the AHFA Online DMS application to gain access to each of the owner's properties as well as assign rights to the individuals previously identified as being the owner's responsible party.

I (we) hereby submit this authorization form for access to the AHFA Online DMS application for the purposes of preparing and submitting my (our) tenant event history.

I (we) hereby authorize the individual(s) or entity to prepare and submit my (our) tenant event history using AHFA Online DMS as evidenced by my (our) signature(s) below.

Signature _____   Printed Name _____

Signature _____   Printed Name _____

Signature _____   Printed Name _____

Signature _____   Printed Name _____

Exhibit A

Project Name	Owner Attention	Do you own? (type Y or N)	AHFA Online User