

THE AFFORDABLE HOUSING GROUP, INC.

Administrator of Accounts

To be completed by the Owner to designate the Administrator of Accounts for each property owned. This form must be used for both initial designation and ongoing changes.

I declare that I am authorized to make this Administrator of Accounts Designation and I entrust the Administrator of Accounts to: assign and control access rights to all property and tenant information entered to the Compliance Monitoring System ("CMS"), and to allow access only to those select individuals who are responsible for the information required by The Affordable Housing Group, Inc. ("AHG"). I also entrust the Administrator of Accounts to establish security policy and procedure to protect those access rights and the integrity of the data, and to ensure compliance with the agreements/procedures of AHGI.

1. **Check one:** *Initial Delegation* *Change*

2. **Complete the following – please print.** *Note: Enter "myself" for the "name of Administrator of Accounts," if applicable.*

I, _____ designate _____ as Name of Owner or Owner's Contact Name of Administrator of Accounts
Administrator of Accounts for: _____, _____ as of Name of Property AHP #
_____ Effective Date

3. **Complete the following for the Administrator of Accounts – please print:**

Name: _____	Org. Taxpayer ID #: _____
Organization: _____	Phone: _____
Title or Role: _____	Fax: _____
Address: _____	E-mail: _____ (E-mail address required)
City, State Zip: _____	

4. **Complete the directives below:**

I would like the Administrator of Accounts ID and Password documentation: <input type="checkbox"/> E-mailed <input type="checkbox"/> Mailed <input type="checkbox"/> Faxed
To: <input type="checkbox"/> MYSELF as Owner or Owner Contact <input type="checkbox"/> Administrator of Accounts

5. **Please sign:**

Signature of Owner Date Signature of Administrator of Accounts Date