



**National  
Housing  
Compliance**

## **Property Administrator Form**

National Housing Compliance is excited to serve as your Performance-Based Contract Administrator (PBCA). The Owner Principal must designate one or two Property Administrators to get started. These individuals will be the only ones authorized to update information for your property in the Portal. Through this Portal, they will manage any updates regarding ownership, management, or banking changes for your Section 8 PBRA property.

Please use the following form to designate the Property Administrator(s) for your property (please note that you can assign multiple properties to one Property Administrator). Once we receive the completed form, we will send them a link to register for the Portal and instructions on how to use it.

If you have any questions, please feel free to reach out to [owneragentinformation@nhcinc.org](mailto:owneragentinformation@nhcinc.org).

We look forward to working with you.

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# National Housing Compliance

Date:

I, \_\_\_\_\_ (“the Owner”) am the Owner on record for the properties listed below and thereby authorize the following people to act as the Property Administrator for National Housing Compliance’s Owner Agent Portal. By naming the below Property Administrator(s), I am giving them permission to act on my behalf and supply all owner and agent information to National Housing Compliance. This information includes but is not limited to: TIN#, Banking Information, UEI #, property information and contact information.

Property Name	Contract Number	Property Admin 1 Name	Property Admin 1 Email Address	Property Admin 2 Name (if applicable)	Property Admin 2 Email Address (if applicable)
<b>E.g.</b> Hillside Manor	GA06XXXXXXX	Jane Smith	Jane.smith@gmail.com	Joe Miller	Joe.miller@gmail.com

Respectfully,

SIGN YOUR NAME:

PRINT YOUR NAME:

TITLE:

COMPANY:

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