

Authorization Letter for Real Estate Agent

[Name of the sender]

[Designation of the respective person]

To,

[Name of address]

Subject: letter of authorization for real estate

Respected sir/madam,

This is to bring to your notice that I, [mention your name] owner of the property [mention property name] authorizing [mention name of the person] to act as my real estate agent in all matters related to the property. I am writing this letter as a permit authorization letter.

I stay in [mention your current place] which is far away from [mention your property place] so it is becoming difficult for me to take care of the matters related to my property matter at this situation from far away.

[Mention holder person name] is a very responsible person and has experience working as an agent for many years now. He/she will take care of the renovation of the property if required. He/she will now handle all the matters for collecting the rent and maintenance tax from the tenants and residents related to my property at [mention location].

For any paperwork related to my property that needs to be done and submitted to the State Municipal Corporation, you can get in touch with him/her. He/she will now handle all the further processes on my behalf and will sign all the formal documents.

If any further queries are left, do let me know you can reach me at [mention phone number] or through an email [mention email address].

Sincerely,

[Sender Name]