

Delegation of Authority: Example

ABC Rent 4U
123 South First St.
Anywhere, OR 99999

I, Jane Doe, a licensed property manager/principal broker with ABC Rent 4U hereby delegate specific authority to the individual named below to perform the duties outlined in this document, in accordance with the company's written policies and applicable licensing laws.

Name: John Dough
Title: Bookkeeper
License #: N/A

Status: ☐ Licensed ☒ Unlicensed ☒ 1099 Staff

The individual listed above is authorized to perform the following (check all that apply):

☐ Negotiate and sign property management agreements (LICENSED ONLY)

☒ Review and approve monthly reconciliations

☒ Receive and disburse client funds

☐ Review, approve and accept tenant rental and lease agreements

Additional Instructions:

By signing below, both parties agree that the delegation of authority is granted in accordance with the company's written policies and applicable regulatory guidelines. The property manager retains full responsibility for all delegated duties.

Authorized By:

Jane Doe

06/01/2025

Accepted By:

John Dough

06/02/2025