**(Please Print on Agency Letterhead)**

Gloria Au

Property Tax Apportionment

Controller-Treasurer Department

County of Santa Clara

70 West Hedding Street, East Wing, 2nd Floor

San Jose, CA 95110

RE: Authorization for Third-Party Administrator for Special Assessment Submittals

This letter is to inform the County of Santa Clara, Controller-Treasurer Department, that [name of authorized individual] (“Administrator”), [title] of [name of third party administrator], located at [address], is the authorized third-party administrator to the [name of agency] (“Agency”) for special assessments of the Agency identified by the following special assessment number and name: [number], [name].

(Note: If your agency uses multiple third-party administrators, please attach a list with the above information.)

The Administrator is authorized to sign the forms required to enroll special assessments levied by the Agency and submit special assessment data and/or corrections to the tax roll on behalf of the Agency. This authorization will remain valid until further notification is provided.

The individual signing below has the requisite authority to provide the authorization herein.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Title:

Date: