



1562 24<sup>th</sup> Avenue  
San Francisco, CA 94122

tel 415-606-8655  
fax 415-661-5778  
fth@pacbell.net

To Whom It May Concern:

This letter references the following property or properties owned in full, or in part, my me:

I hereby authorize *Property Specialists*, specifically Fred T. Horsfield, to perform the following as it relates to the above properties:

- a. Receive, copy, or review all files held by any City agency;
- b. Negotiate in good faith with any City agency as I may direct;
- c. Represent me in discussions with officials and staff of the Planning Department and Department of Building Inspection;
- d. Stand in my stead before City boards or commissions;
- e. Advise and represent me in other matters as yet unnamed.

*Property Specialists* is not acting on my behalf in any other capacity, and is neither authorized nor empowered to negotiate the sale, purchase, financing, rental, or lease of the above properties, and may not cause any encumbrances to be placed upon them.

Please make material or documents available as requested by *Property Specialists*. Any discussions, negotiations, or preparation of documents are to be completed as fully and expeditiously as if I were personally present and acting.

Thank you for your cooperation.

Sincerely,

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Owner / Agent

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Dated

Name:

Address:

Phone: