

Sample Authorization Form

It is recommended that the following statements be included in the third-party authorization form.

1. I understand that (Organization) provides housing stability counseling after which I will receive a written action plan consisting of recommendations for handling my situation, possibly including referrals to other housing agencies as appropriate.
 I Choose to Opt Out
2. I agree to allow (Organization) to pull my credit report at the time of intake. In lieu of a new credit pull, I agree to provide (Organization) with a copy of my credit report dated within 30 days of the intake date.
 I Choose to Opt Out
3. I understand that (Organization) receives Congressional funds through the Housing Stability Counseling Program (HSCP) and as such, is required to submit client-level information to the online reporting system and share some of my information with HSCP administrators or their agents for purposes of program monitoring, compliance and evaluation.
 I Choose to Opt Out
4. I give permission for HSCP administrators and/or their agents to follow-up with me between now and June 30, 2026, for the purposes of program evaluation.
 I Choose to Opt Out
5. I may be referred to other housing services of the organization or other agency or agencies as appropriate that may be able to assist with concerns that have been identified. I understand that I am not obligated to use any of the services offered to me.
6. I acknowledge that I have received a copy of (Organization) privacy policy.

Please Note: If client opts out of 2 or 3 above, they cannot be reported to the HSCP Program.

Optional statement that can be included, if applicable:

1. (Organization) is affiliated with the following businesses:
 - a. (Real Estate)
 - b. (Lending)
 - c. (Etc.)
2. (Organization) leases/rents residential properties to the public. As a client of HSCP services, you are under no obligation to rent a property from (Organization).
3. (Organization) lists/sells properties to the public. As a client of HSCP services, you are under no obligation to purchase a property from (Organization), or use the services of (Real Estate).

Client Signature _____

Date _____