



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Ask someone to translate this notice if you do not read or understand English.

XIN LUU Y: Neu qui vi Khong hieu ro Anh Ngu trong la thu may. Sin nho nquoi thong dich quip ho. Zin Cam on.

Atencion: Esta carta es muy importante. Si usted no puede leerla, por favor encuentre a alguien que se la pueda traducir.

OPTIONAL TENANT AUTHORIZATION TO HAVE A THIRD PARTY RECEIVE NOTICES

In 2006, the Commonwealth of Virginia added a provision to the tenant/landlord law that gives you, as a tenant, a right to have another person that you choose, referred to as a third party, receive copies of any summons and of written notices from the landlord relating to your tenancy. Whether or not you choose to designate a third party to receive such materials, you will still be sent a copy of such notices. The choice to have a third party receive notices is entirely up to you. It is voluntary and not required.

This opportunity to choose a third party to receive copies is intended to help you with your housing by allowing a family member, friend, social worker, clergy, or anyone else you deem helpful to receive copies of notices sent by the Fairfax County Department of Housing and Community Development (HCD) on behalf of the Fairfax County Redevelopment and Housing Authority (FCRHA). The notices, for example, would be about housing opportunities or, once you have been housed, late notices or other things that could affect whether or not you lose your housing. Anyone who might need help due to illness, disability, limited English, lack of knowledge of community organizations and programs, or similar matters could benefit from having a third party receive copies of their notices.

To take advantage of this opportunity, please provide the information requested on the back of this notice for someone that you designate to help you. You must sign the authorization form on the back of this notice and have your signature notarized by a Notary Public. This notarization can be done at an HCD office or elsewhere, at your discretion. When completed, this third party notice authorization must be given to HCD. You can end, or change, this third party notice authorization at any time by sending written notice to HCD cancelling or modifying your request. Please contact your Housing Services Specialist if you have any questions.

Fairfax County is committed to nondiscrimination on the basis of disability in all County programs, services and activities. Special accommodations will be provided upon request. For information call 703-246-5101 or TTY 703-385-3578.

Department of Housing and Community Development

3700 Pender Drive, Suite 100

Fairfax, Virginia 22030-7442

Tel. 703-246-5100 • Fax 703-246-5115 • TTY 703-385-3578

www.fairfaxcounty.gov/rha

**OPTIONAL TENANT AUTHORIZATION TO HAVE A THIRD PARTY
RECEIVE NOTICES**

To: Fairfax County Redevelopment and Housing Authority

I wish to designate a third party to receive duplicate copies of any written notices you may send relating to my application for housing or, if housed, continued tenancy. This designation will remain in effect until I send written notice to you cancelling this request.

The third party I designate for receipt of any such notices is:

Name _____

Relationship to me _____

Address _____

_____, _____, _____
(State) (Zip Code)

Email _____

Date _____

Tenant/Applicant signature:

Signed (Print Name) Date

Commonwealth of Virginia : to wit
County/City of _____:

The foregoing instrument was acknowledged before me, a Notary Public in and for the jurisdiction aforesaid, by _____
on this ____ day of _____, 20____.

Notary Public

Registration Number _____ (SEAL)

My commission expires: _____

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