



# HOP OWNER LETTER OF AUTHORIZATION

DCRA OFFICE OF THE ZONING ADMINISTRATOR

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Permit Service Center  
1100 4th Street, SW  
2nd Floor  
Washington, DC 20024**

**Subject: Authorization for Use of Rental Property**

Dear Sir/Madam:

This is to verify that I/We, \_\_\_\_\_, is/are the owners(s) of  
the property located at \_\_\_\_\_.  
(Your Name)  
(Address of Tenant)

It is my understanding that the tenant \_\_\_\_\_ applied/will apply  
in the Permit Service Center to operate a \_\_\_\_\_ business in an area no  
greater than 25 percent of the said rental space.  
(Name of Tenant)  
(Intended Use)

I hereby give permission for the intended use of the specified property.

I do not give permission for the intended use of the specified property.

Any further questions, I can be reached at \_\_\_\_\_ or via email at \_\_\_\_\_.  
(Phone Number with Area Code) (Valid Email Address)

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**DC INSPECTOR GENERAL HOTLINE:** If you are aware of corruption, fraud, waste, abuse or mismanagement involving any DC government agency, official or program, Contact the Office of the Inspector General (OIG) at (202) 727-0267 or (800) 521-1639 (toll free). All reports are confidential and you may remain anonymous by law. Government employees are protected from reprisals or retaliation by their employers for reporting to the OIG. The information you provide may result in an investigation leading to administrative action, civil penalties or criminal prosecution in appropriate cases.

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