



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**



DESIGNATION OF SUPER USER (CERTIFICATION PORTAL)

Property Asset Management Division(PAMD)

Please email completed form and attach a list of properties to pamd.aoc@dc.gov

Complete this form to designate a Super User for one of the following options:

- An individual project.
- A property management company, to grant access to all projects assigned to the company.

Option 1: Individual project for access to only the specified project

Property Name			
Property Address	City	State	ZIP Code
Property Owner or Authorized Representative			

Option 2: Management company for access to all projects that have the company listed as “property manager.”

Property Management Company	Tax Identification Number
Property Management Company Owner or Authorized Representative	

As duly recognized owner or authorized agent of the Project OR Property Management Company named above, I hereby authorize the following individual to act as the “Super User” on behalf of the Project or Property Management Company in the Emphasys Certification Portal.

Name of Super User	Title of Super User		
Mailing Address	City	State	ZIP Code
Email Address	Telephone Number	Fax Number	

I understand that this authorization will remain in effect until revoked in writing. I also understand that this does not relieve me of personal responsibility for compliance with the terms and conditions of the agreements entered into with HUD and/or DHCD in relation to this Project.

Owner/Authorized Representative's Printed Name	Date
Owner/Authorized Representative's Signature	Date
Owner/Authorized Representative's Email Address	Owner/Authorized Representative's Telephone Number

Rev.11.1.2023