



## HCD Communication Designee Form

**Purpose:** Primary Applicants may designate a third party, known as a Communication Designee, to obtain information about their program status in person, by phone, by email, and by mail. **However, Communication Designees are not authorized to make any decision on behalf of the Primary Applicant, or to sign the grant acknowledgment or any other program documents or affidavits on behalf of the Primary Applicant unless they also hold a valid Power of Attorney.** If an individual currently holds Power of Attorney for a Primary Applicant, that POA does not need to complete this form. Instead, they should provide the Program with the executed Power of Attorney document.

**Instructions:** The Primary Applicant and Communication Designees should provide their full legal names, addresses, and phone numbers (with area codes). To be valid, this form must be signed and dated by both the Primary Applicant and Communication Designee. A separate form must be completed for each Communication Designee, i.e., multiple Communication Designees may not be authorized in a single form.

**Warning: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States government.**

I hereby certify and affirm that I, \_\_\_\_\_, am an owner of the damaged property located at: \_\_\_\_\_.

I do hereby authorize \_\_\_\_\_ to be my Communication Designee in connection with the ReCoverCA Housing Program Case ID \_\_\_\_\_.

In addition to providing the Case ID, the following code word will be used to ensure the identity of the Communication Designee: \_\_\_\_\_

Designee's address is: \_\_\_\_\_

Daytime phone number is: \_\_\_\_\_

This Communication Designee assignment will be valid until I indicate otherwise to the ReCoverCA Housing Program in writing.

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*Primary Applicant Signature*

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*Communication Designee Signature*

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*Primary Applicant Printed Name*

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*Communication Designee Printed Name*

Signed \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ReCoverCA is a program of the California Department of Housing and Community  
Development Last Updated: July, 2025

