



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 agreement 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 SC Stay Processing Agency 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). In order 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 a resident of the property located at: _____ . I do hereby authorize _____ to be my Communication Designee in connection with the SC Stay Program Application ID Number _____. In addition to providing the Application ID Number, the following code word will be used to ensure the identity of the Communication Designee: _____. My Communication Designee's address is: _____, and daytime phone number is _____. This Communication Designee assignment will be valid until I indicate otherwise to the SC Stay Program.

Primary Applicant Signature

Communication Designee Signature

Primary Applicant Printed Name

Communication Designee Printed Name

Signed ____ day of _____, 20____.

Signed ____ day of _____, 20____.

SC Stay is a program of the SC State Housing Finance & Development Authority
Last Updated: January 25, 2021