



ELECTRONIC SIGNATURE AUTHORIZATION FORM

Kentucky Housing Corporation (“KHC”) has established an Electronic Signature Program for the secure electronic transmission and authentication of Owner’s Annual Certification of Compliance and all other applicable annual compliance reporting documents required of various projects in affordable rental housing funded through KHC programs. The undersigned participant (“Project Owner”) wishes to participate in this Program and hereby requests KHC to accept an Electronic Signature for the purpose of submitting and certifying as accurate and complete all reports, documents and related communications requested by KHC to monitor project compliance requirements.

Project Owner also authorizes the person(s) listed below (“Authorized Agents”) to sign and submit compliance reports on behalf of the Project Owner. KHC is hereby authorized to accept an Electronic Signature from Authorized Agents. Authority granted by this document shall be limited to the purposes enumerated herein.

The Electronic Signature Program uses a process for sending and receiving secure communications over the Internet. Specific information regarding this service is available at www.kyhousing.org. Program participants must use this system when providing annual or periodic compliance reports to KHC. **For purposes of compliance reporting only, use of this system by an Authorized Agent shall constitute an “Electronic Signature” intended to certify such communications as accurate, as complete, and as a true representation of the Project’s status.** To ensure the authenticity of submitted reports and to protect the personal non-public information of participants in KHC programs, KHC will only accept electronic transmissions of reports via this secure method.

By authorizing KHC to accept an Electronic Signature, Project Owner agrees with each of the following statements:

- Any electronic signature shall be as valid as a manually signed document submitted on paper.
- Any and all information submitted on behalf of the Project shall be true, accurate, and complete. Project Owner accepts total responsibility for the accuracy of all information submitted to KHC via electronic means, including any combination of e-mail, FTP, Internet download, fax, or any other method of electronic transmission and/or delivery.
- Project Owner agrees to hold harmless and indemnify Kentucky Housing Corporation (KHC), the Department of Housing and Urban Development (HUD), the Internal Revenue Service (IRS), and any agent or designee of any of these organizations from any and all claims, actions, damages, liabilities, costs and expenses, including reasonable attorneys’ fees and expenses, which arise out of or are alleged to have arisen out of or as a consequence of the utilization of this Electronic Signature Program.
- Project Owner agrees to protect all tenants’ non-public private information. Such information may only be transmitted electronically to KHC via a secure method identified by KHC. Private information may also be sent to KHC via any physical means traditionally considered secure.
- This Electronic Signature Authorization Form will remain in force unless revoked or amended in writing. To amend this authorization, Project Owner must manually sign and deliver a new Electronic Signature Authorization Form. To revoke this authorization in its entirety, Project Owner must submit written instructions to KHC in either electronic or physical form.

Project Name (Required)

Project Number (Required)

AUTHORIZED AGENT(S):

Print or Type Name

Signature

Mailing Address

Contact Phone Number

Contact Fax Number

Contact E-mail Address

Print or Type Name

Signature

Mailing Address

Contact Phone Number

Contact Fax Number

Contact E-mail Address

PROJECT OWNER AUTHORIZATION:

Print or Type Name (Required)

Original Signature of Owner/General Partner
(Required)

Date Signed
(Required)

Mailing Address

Phone Number

Fax Number

E-mail Address