

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Contractor or Property Management Name]
[Address]
[City, State, Zip Code]

RE: Emergency Repair Authorization for [Property Address]

To Whom It May Concern,

I, [Your Name], as the legal owner/authorized agent of the property located at [Property Address], hereby authorize [Contractor Name/Company] to perform immediate emergency repairs to the premises.

The scope of authorized work is limited to the following emergency issue(s):
[Describe issue, e.g., Burst water pipe, broken window, roof leak, electrical hazard]

Terms of Authorization:

- The contractor is authorized to spend up to a maximum of \$[Amount] to stabilize the emergency without further written approval.
- For repairs exceeding this amount, the contractor must contact me at [Phone Number] for verbal or written confirmation.
- Photos of the damage must be taken before and after the repair for insurance purposes.
- An itemized invoice must be provided upon completion of the emergency work.

Access to the property is granted via [Method of Access, e.g., Lockbox code, onsite manager, or tenant].

Please proceed with the necessary steps to prevent further damage to the property.

Sincerely,

[Your Signature]

[Your Printed Name]