



RECORDS UNIT  
250 Frank H. Ogawa Plaza  
Oakland, CA 94612  
[RecordsInfo@oaklandca.gov](mailto:RecordsInfo@oaklandca.gov)

## AUTHORIZATION FROM PROPERTY OWNER Report of Building Record (3-R Report)

This form is to be completed by the current or original property owner, if the requestor is neither current nor original property owner. If the building is part of a Common Interest Development, this form may be completed by the authorized representative for the board of directors or governing body.

Select one:

- I, the current owner or authorized agent for the owner,
- I, the original owner or authorized agent for the original owner,
- I, the duly authorized representative for the board of directors or governing body of the association or entity established to manage the common interest development,

of the building or structure located at:

\_\_\_\_\_ (property address)

\_\_\_\_\_ (permit #)

hereby give my permission to the City of Oakland to process a 3-R Report for the above address to:

\_\_\_\_\_ (name of requestor)

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

\_\_\_\_\_  
(signature of current owner, original owner, or association's authorized representative)

\_\_\_\_\_  
(printed name of signer)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(city, state, zip code)

\_\_\_\_\_  
(telephone number)

When completed, please return this original authorization to:

City of Oakland  
Planning & Building Department  
ATTN: Records Unit  
250 Frank H. Ogawa Plaza  
2<sup>nd</sup> Floor, Suite 2328  
Oakland, CA 94612