

# Proof of Agency/Hold Harmless Agreement

PROPERTY ADDRESS: \_\_\_\_\_

PERMIT TYPE: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

## **Proof of Agency**

A proof of agency is required for the acceptance of any permit where the permit applicant ("agent") is not the recorded owner of the property ("owner"). If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question.

Owners who apply for permits on their own behalf do not need to complete this form. **All other applicants must fully complete this form, including the owner's signature, before the Town of Hunts Point will process any application documents.** Each separate application must include an original, fully executed, Proof of Agency/Hold Harmless Agreement.

### ***To BE COMPLETED BY OWNER:***

I, _____, as the owner of <small>(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)</small>			
the above-referenced property, hereby authorize the person or entity outlined below (the "agent") to act as my sole agent regarding the above-referenced property, and further stipulate that the agent may act on my behalf for purposes of filing applications for decisions, determinations, permits, or review under any applicable Hunts Point Codes, and further stipulate that the Agent has full power and authority to perform, on my behalf, all acts necessary to enable the Town to process or review applications, issue permits, authorize revisions, and perform inspections required under all codes in force. <b>I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.</b>			
_____ <b>(Signature of Property Owner/Chief Executive)</b>		_____ <b>(Date)</b>	
_____ <b>(Contact Address)</b>	_____ <b>(City)</b>	_____ <b>(State)</b>	_____ <b>(Zip Code)</b>
_____ <b>(Phone)</b>	_____ <b>(Email)</b>		

### ***To BE COMPLETED BY AGENT:***

_____ <b>(Print Name of Agent)</b>		_____ <b>(Title)</b>	
_____ <b>(Contact Address)</b>	_____ <b>(City)</b>	_____ <b>(State)</b>	_____ <b>(Zip Code)</b>
_____ <b>(Phone)</b>	_____ <b>(Email)</b>		



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834.  
Permit intake and issuance hours are Tuesday and Thursday, 8:30 am – 5:00 pm.  
Building Services Department 425.455.1834.

# Hold Harmless Agreement

A hold harmless agreement is required for the acceptance of any permit, and must be signed by the property owner. If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question. There are no permits or circumstances under which the town will accept an application without an executed hold harmless agreement.

## ***TO BE COMPLETED BY OWNER:***

I, \_\_\_\_\_, as the owner of  
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)  
the above-referenced property, I hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the Town of Hunts Point, its officers, agents and employees, and to indemnify them from all liability, loss and expense, including reasonable attorneys fees, that the Town of Hunts Point, its officers, agents and employees may incur by reason of accepting this application and/or issuing this permit, and all other acts taken by the Town of Hunts Point relating to the work described under the permit documents including but not limited to plans examination, issuance of permit(s), inspection and approval of construction and issuance of certificates of occupancy, to the extent that any such liability, loss and expense results from any errors or the misrepresentation of any material fact in the permit application documents, whether negligent or intentional. I further certify that I am the owner of the property referenced at the top of this document. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

\_\_\_\_\_  
**(Signature of Property Owner/Chief Executive)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Contact Address)**

\_\_\_\_\_  
**(City)**

\_\_\_\_\_  
**(State)**

\_\_\_\_\_  
**(Zip Code)**

\_\_\_\_\_  
**(Phone)**

\_\_\_\_\_  
**(Email)**



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834.  
Permit intake and issuance hours are Tuesday and Thursday, 8:30 am – 5:00 pm.  
Building Services Department 425.455.1834.