

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
Contract System Access Request Form**



Administrator Name:	Administrator Phone Number:
Physical Address (street, city, zip):	
Mailing Address:	Email:
NSP Contract Number:	Administrator Tax ID #:
Administrator's Fiscal Year Begins:	Administrator's Fiscal Year Ends:

Contract Execution

**Individual authorized to execute a contract on behalf of Contract Administrator.
Also has authority to enter and approve project set-ups and draw requests.**

Name:	Title:
Phone:	Fax:
	Email:

I certify that all individuals identified in this document are authorized to perform the functions as specified.

Signature of Authorized Administrator Representative

Date

Certifying Officer for Environmental Clearance

**Individual responsible for ensuring completion of required Environmental Clearance procedures.
(Must have legal authority to represent Contract Administrator in a Court of Law.)**

Name:	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Title:
Phone:	Fax:	Email:
Signature:		Date:

Data Entry and Approval Authorizations

Individuals authorized to enter and approve project set-ups or draw requests.

Note: An individual who enters an activity set-up or draw request cannot be the same individual who approves that transaction.

Name 1:	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Title:
Phone:	Fax:	Email:
Signature:		Date:
Name 2:	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Title:
Phone:	Fax:	Email:
Signature:		Date:
Name 3:	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Title:
Phone:	Fax:	Email:
Signature:		Date:

Consultant Information and Authorization

Note: Consultants may enter data into TDHCA Contract System, but may NOT approve either set-ups or draw requests.

Organization Name and Address:		
Phone:	Fax:	Email:
Individual Authorized to Perform Data Entry:	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Title:
Consultant Signature:		Date:

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.