



PROCOREM USER AUTHORIZATION FORM

Submit the completed form to your Asset Manager or Development Officer. Deactivation requests must be received within two (2) business days of an employee's termination or change in job function. Recertification will be required annually. Users may not authorize themselves.

Type of Request		Select the certification type for this user.
<input type="checkbox"/> Activate User	<input type="checkbox"/> Recertify User	<input type="checkbox"/> Deactivate User

Environment		Indicate the work center environment(s) for this user.
<input type="checkbox"/> Asset Management	<input type="checkbox"/> Compliance	<input type="checkbox"/> Development

Effective Date:

Authorized User (Employee Name):

Authorized User's Title:

Authorized User's E-mail Address:

Management Company:

Management Company Address:

Management Company City, State, Zip:

Properties User is responsible for:

By signing below, the undersigned certifies that the person listed above is authorized to access Procorem on behalf of the owner/agent of the organization named above, and that all information provided herein is true and correct.

Authorized Agent Name:

Authorized Agent Title:

Date:

Authorized Agent Signature:

RIHousing Approval:

Date: