

## WebLOANS! – Access Request Form

### User Information

Owner/Property Management Company:		
<b>USER #1</b>		
First Name:	Last Name:	Phone Number:
Email Address:		
List 4 Digit Loan Numbers to be assigned to USER #1:		
<b>USER #2</b>		
First Name:	Last Name:	Phone Number:
Email Address:		
List 4 Digit Loan Numbers to be assigned to USER #2:		
<b>USER #3</b>		
First Name:	Last Name:	Phone Number:
Email Address:		
List 4 Digit Loan Numbers to be assigned to USER #3:		

If more than three users are needed, please list additional users on another copy of this form.

If you need access to more than 4 loans, please attach a list to this form.

For changes or deletions to existing access please see the Webloans-Change Access Request Form

**Signature of Authorized Official (Name and Title):** \_\_\_\_\_

Return completed form to:  
[MFservicing@CalHFA.ca.gov](mailto:MFservicing@CalHFA.ca.gov) or

California Housing Finance Agency  
 Multifamily Accounting, MS 1495  
 500 Capitol Mall, Ste. 1400  
 Sacramento, CA 95814

FOR AGENCY USE ONLY		
Date Received:	Asset Management Approval:	Accounting Approval: