CalHFA California Housing Finance Agency

Information Practices Act Request for Tenant Records

DATE OF REQUEST		**TENANT'S NAME**	
TENANT'S UNIT NUMBER		**TENANT'S MOVE-IN DATE**	
TENANT'S MAILING ADDRESS			
TENANT's EMAIL ADDRESS			
CALHFA PROJECT NAME			
CALHFA PROJECT PROPERTY ADDRESS			
RECORDS REQUESTED (Please itemize)			
SEND ME COPIES OF THE RECORDS	☐ By Email (no charge if records currently exist in electronic format) ☐ By US Mail (10¢ per page + postage) | Phone number: _____ *(We will contact you to let you know the total due. Copies will not be sent until payment is received.)*		

_____

TENANT'S SIGNATURE

INSTRUCTIONS TO THE TENANT:

CalHFA will process requests from tenants at CalHFA multifamily projects for copies of tenant records maintained by CalHFA. Tenant records maintained by the project owner, property manager, or outside sources with whom CalHFA does not *"provide by contract for the operation or maintenance of records containing personal information to accomplish an agency function"* typically are not subject to the Information Practices Act. (Civil Code Section 1798.19). CalHFA will not obtain records from such outside sources on the tenant's behalf.

The CalHFA Information Practices Act Policy requires tenants at CalHFA multifamily projects to provide all of the above-requested information for proper authentication when submitting a request for tenant records maintained by CalHFA. This form is provided to assist you to submit a properly authenticated request. You are not required to use this form. However, you must provide all of the above-requested information. Your request must be in writing and must be signed by you. Please submit your request in person or by postal mail**. Information Practices Act requests will not be accepted by telephone or email.**

If you are not the tenant:
A request from someone other than the tenant requires proof of legal authorization, such as a release signed by the tenant, in addition to all of the above-requested information.

Submit your request to:

Public Records Coordinator
Office of General Counsel, MS 1440
California Housing Finance Agency
500 Capitol Mall, Suite 1400
Sacramento, CA 95814
(916) 326-8475

For questions about your tenancy:
Please contact your property manager.

Please see our Privacy Notice on Collection on reverse side.

PRIVACY NOTICE ON COLLECTION:

Your personal information is requested by the Records Compliance Management Unit, Office of General Counsel, California Housing Finance Agency ("CalHFA"). The authority which authorizes the collection of your personal information by CalHFA is the Information Practices Act of 1977 ("IPA") (California Civil Code Sections 1798-1798.78). Personal information collected by CalHFA on this form is subject to the limitations in the IPA and state policy. The principal purpose for which this information is used is for proper authentication when submitting an IPA request pursuant to the CalHFA Information Practices Act Policy. The only known or foreseeable disclosure which may be made of this information is to units within CalHFA which maintain the requested information or which process the IPA request. When completing this form, you should not provide personal information that is not requested. Submission of your information is voluntary. The consequences of not providing all of the requested information is that CalHFA will be unable to process your IPA request. You have the right to access records containing your personal information maintained by CalHFA by submitting an IPA request to the Public Records Coordinator. Please see the reverse side of this form for the business address and telephone number. Please refer to the CalHFA Information Practices Act Policy and the CalHFA Privacy and Information Safeguarding Policy for more information.