



# Green Building Certification Institute™

## CONFIRMATION OF AGENT’S AUTHORITY

This Confirmation of Agent’s Authority (this “Confirmation”), provided to and for the benefit of GBCI, will be effective upon GBCI’s receipt of an executed copy of the same via upload to the “Details” page within the Application. This Confirmation shall be made part of, and subject to, the Certification Agreement, the LEED® Project Certification Agreement, the LEED® Project Application Review Agreement, or the LEED® Volume Certification Services & Licensing Agreement (collectively referred to herein as the “Certification Agreement”), whichever the case may be, by and between Owner and GBCI regarding the Project. All capitalized terms used in this Confirmation and not defined herein shall have the respective meanings ascribed in the Certification Agreement. Any attempt to modify the terms of this form may render it invalid in GBCI’s sole discretion.

**1. SCOPE OF AUTHORITY.** Owner hereby confirms that Agent has been granted authority to accept the Certification Agreement (as amended, supplemented, waived or otherwise modified from time to time by GBCI) in relation to the Project on behalf of Owner with Owner’s full knowledge. If Agent has already accepted the Certification Agreement, Owner expressly ratifies such actions as having been performed on Owner’s behalf. Owner understands that by providing this Confirmation, Owner shall be bound by the actions of Agent as if the same were taken directly by Owner. If Owner was previously undisclosed (meaning, Agent identified itself as the Owner upon registration), Owner directs GBCI to amend the Application to properly identify Owner.

**2. PROJECT.** This Confirmation applies to the Project (or to any and all the Projects registered within the Campus, or associated with the Prototype) identified below:

_____	_____
(Project, Campus, or Prototype Name)	(ID Number)

**3. OWNER.** The Owner, as defined in the Certification Agreement, is identified below:

_____	_____		
(Name of Owner)	(Name of Owner’s Representative – If Owner is an Organization)		
_____			
(Address)			
_____	_____	_____	_____
(City)	(State)	(Zip Code)	(Email)

**4. AGENT.** The Agent, as defined in the Certification Agreement, is identified below:

_____	_____		
(Name of Agent – Must be an Organization)	(Name of Agent’s Representative)		
_____			
(Address)			
_____	_____	_____	_____
(City)	(State)	(Zip Code)	(Email)

**5. REVOCATION OF AUTHORITY.** Owner acknowledges that GBCI and its employees, agents, successors, and assigns will continue to rely on the representation of authority provided by this Confirmation unless and until GBCI receives written notice from Owner that the authority of Agent to act on Owner’s behalf has been revoked, and GBCI provides notice to Owner of receipt and GBCI’s acceptance of such termination of authority. Any termination of authority shall only apply to Agent’s actions taken following GBCI’s acknowledgement of the same. Owner must provide written notice of termination of authority to GBCI by **both** certified mail with return receipt requested to: *Attn General Counsel, Green Building Certification Institute, 2101 L Street, NW, Suite 500, Washington, DC 20037* **and** by email to: *legal@gbci.org*. Notices not sent in accordance with the foregoing shall be null and void and of no effect.

**IN WITNESS WHEREOF**, each of the parties hereto have executed this Confirmation by their duly authorized representatives. Owner represents and warrants that Owner has reviewed the Certification Agreement, that the execution of this Confirmation is within Owner’s respective organizational powers, that such execution and performance has been duly authorized by all necessary action, corporate or otherwise, does not require any consent of or filing with any third person or governmental body or agency, and does not violate: i) any law, judgment, or order; ii) Owner’s organizational documents; or iii) any agreement with any third party. This Confirmation is not valid unless accepted by GBCI, in GBCI sole discretion.

**OWNER:**

**AGENT:**

_____	_____
(Signature for Owner)	(Date)
_____	
(Name/Title)	

_____	_____
(Signature for Agent)	(Date)
_____	
(Name/Title)	

**This Confirmation must be submitted to GBCI via the “Details” page within the Application. To access the Details page, log into the Application for the Project in LEED Online and select the “Details” Tab. For assistance completing or submitting this Confirmation, please contact GBCI via the technical customer service contact form available at [www.gbci.org/contactus](http://www.gbci.org/contactus).**