

**Occupancy Waiver Request Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Is the property vacant? \_\_\_\_\_ If so, how long has it been vacant? \_\_\_\_\_

If not, who resides in the property? \_\_\_\_\_

When did they begin to occupy the home? \_\_\_\_\_

If the property is rented, have you converted the homeowner's insurance to landlord insurance? \_\_\_\_\_

Is the property listed for sale with a real estate agent? \_\_\_\_\_

If so, please include a copy of the Listing Agreement and the name and phone number of the agent.

What are the reasons you have found it necessary to vacate the property?  
\_\_\_\_\_  
\_\_\_\_\_

What are your plans for the property? \_\_\_\_\_  
\_\_\_\_\_

According to the documents you signed at closing, the property must be owner occupied. However, if you find it necessary to vacate and/or rent the home, you must request a waiver of the occupancy requirement.

I am requesting a waiver of the occupancy requirement.

Signature \_\_\_\_\_

Please mail the completed form (and listing agreement, if applicable) to:

Montana Board of Housing - Mortgage Loan Servicing

P. O. Box 200550 Helena, MT 59620

