



MONTANA
HOUSING

REQUEST OCCUPANCY WAIVER FORM
MONTANA BOARD OF HOUSING – LOAN SERVICING

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, in the event that 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 Department
PO Box 200550
Helena MT 59620-0550

COMMERCE.MT.GOV | HOUSING.MT.GOV

301 S. PARK AVE. | PO BOX 200550 - MONTANA HOUSING - LOAN SERVICING | HELENA, MT 59620-0550
P: 406.841.2799 | F: 406.841.2841 | TDD: 406.841.2702 | Toll Free: 855.841.2799

