



## Jackson/Teton County Affordable Housing Department Request for Leave of Absence Form

*This form should be submitted when an owner wishes to make a special request for approval not to occupy their home for a period longer than allowable by Restriction.*

**To be submitted along with a \$100.00 fee to the Housing Department**

Date Submitted \_\_\_\_\_

Homeowner Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Reason for request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please attach any supporting documentation of your reason for request.*

Start date of leave \_\_\_\_\_ End date of leave \_\_\_\_\_

How will the Housing Department be able to contact you while you're away? Email      Cell

Will anyone be occupying your home for any amount of time while you are away? Yes      No

If yes, please provide names and contact information and dates when they will be occupying the home \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*For Housing Department use only*

Date received \_\_\_\_\_

Fee received \_\_\_\_\_

Date of response \_\_\_\_\_

Approved \_\_\_\_\_

Date Approval Expires \_\_\_\_\_

Denied \_\_\_\_\_

*Please follow-up with an email or phone call to be sure the Housing Department received your request submittal and fee. [nbuchanan@tetoncountywy.gov](mailto:nbuchanan@tetoncountywy.gov) (P) 307-732-0867 (F) 307-734-3864*