



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 (P) 307-732-0867 (F) 307-734-3864