



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

*To be submitted along with a **\$25.00 fee** to the Housing Department when an owner wishes to make a special request for approval not to occupy their home for a period longer than allowable by Restriction.*

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 \_\_\_\_\_

\$25.00 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. [lpotzernitz@tetonwyo.org](mailto:lpotzernitz@tetonwyo.org) 307-732-0867 Fax: 307-734-3864*