



**MONTANA BOARD OF HOUSING – LOAN SERVICING  
OCCUPANCY INFORMATION**

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 homeowners 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



**STEVE BULLOCK, GOVERNOR**