WAIVER REQUEST FORM TO

NEW HAMPSHIRE HOUSING FINANCE AUTHORITY

Instructions: Complete the waiver form by typing or printing legibly in ink. Email or mail form to New Hampshire Housing addressed to the Assigned Staff.

SECTION A. Type of waiver being requested.

☐	Rule	Rule means a NH Housing-promulgated rule under RSA 204-C:9 that has been approved by the Board and published as an "HFA" rule on the NH Housing website.
☐	Policy	Policy means a NH Housing-established policy or standard that is published on the NH Housing website.

SECTION B. Party Requesting Waiver.

Organization Name: _____

Organization Property Address: _____

Contact Name: _____

Contact Title/Position: _____

Contact Phone: _____

Contact Email: _____

SECTION C. Project for which Waiver is Sought.

List the actual street address of each property applying for, the proposed type of property, and the rule or policy that will need to be waived.

Name of Project: _____

Address: _____

Rule: _____

SECTION D. <u>Pending or Previous Waiver Requests.</u>

List any pending and/or prior waiver requests or appeals of a waiver request denial for this project. Please state the rule or policy provision that the waiver request was for, the date it was submitted and whether it is still pending, whether for an initial decision or a decision on an appeal, or whether it was approved or denied.

SECTION E. <u>Specific Request.</u>

Please state the specific section or provision of the rule or policy that you are asking to be waived.

Please state in detail what you are requesting New Hampshire Housing to allow.

SECTION F. <u>Reason(s) for Waiver.</u>

HFA 117 provides that a waiver may be granted when it is warranted by good cause and when such waiver shall not be inconsistent with applicable law and regulation. It further defines waiver as "an instance when an Applicant makes a request to be allowed to forgo strict adherence to a NH Housing written standard, whether contained in a policy or a rule."

- State with specificity all the reasons supporting your application for a waiver. (Statements such as "it would be time-consuming or too expensive to comply" are insufficient statements. Statements should be specific and compelling.)

Your request will be limited to the grounds listed here. Attach additional pages or evidence if needed. Please include information regarding how you have attempted to comply with the policy or rule.

SECTION G. <u>Certification by Party(ies).</u>

By signing below, the person(s) making the request certify (certifies) and swear(s) under RSA 641:3:

- ☐ This request was filed timely with NH Housing and includes the property(ies) and reason(s) for the request.
- ☐ The request has a good faith basis, and the facts stated are true to the best of my/our knowledge.

Date: _____ Signature: _____

Print Name: _____

Date: _____ Signature: _____

Print Name: _____

FILING INSTRUCTIONS

Email the completed waiver application to the Assigned Staff for this project or mail to:
New Hampshire Housing Finance Authority
PO Box 5087
Manchester, NH 03108
Attention to the Assigned Staff

FOR OFFICE USE ONLY

Approving Authority: _____

Date of Decision: _____

☐ Approved ☐ Denied

Date of Notification of Decision: _____