

# **Niles City School District**

## **Acceptable Proofs of Residency**

**BOTH POR # 1 AND POR #2 ARE REQUIRED**

### **Acceptable POR # 1 required, per your residency status listed below:**

If you are a **HOMEOWNER**, you need **ONE** of the following:

- Mortgage Statement
- Property Tax Bill
- Homeowner's Insurance Statement
- Purchase Agreement with Mortgage Statement to be submitted after closing on sale of home

If you are a **RENTER**, you need **ONE** of the following:

- Current Lease Agreement
- Renter's Insurance Statement

If you are a **RENTER** and cannot produce a lease, you need **ALL** of the following:

- Notarized Residency Affidavit
- Notarized Certification of Tenancy
- A copy of the Owner/Landlord's Mortgage Statement, Property Tax Bill, or Homeowner's Insurance Statement

If you **RESIDE WITH ANOTHER INDIVIDUAL** and the mortgage/lease is not in your name, you need **ALL** of the following:

- Notarized Residency Affidavit
- Notarized Certification of Dual Residency
- A copy of the Owner/Lessee's Mortgage Statement, Property Tax Bill, Homeowner's Insurance Statement, Lease Agreement, or Rental Insurance Statement

### **Acceptable POR # 2 may be one document from the list below:**

- Must be in the name of the residential/custodial parent or legal guardian
- Must show matching mailing and service address of the residential/custodial parent or legal guardian
- Must include the date and be current within 30 days

**Utility Bill:** Gas, Electric, Water, Sewer, Garbage, Television, Internet

**Bank Statement**

**Pay Stub**

**Dept. of Jobs and Family Services Statement**

**Recent Voter Registration Card**

**Dept. of Jobs and Family Services' written confirmation of custodial parent/guardian's address:** Must be signed and dated on their letterhead; if an email is submitted, the transmission must be identifiable as the agency's internal email account.

**USPS Return Receipt from certified letter sent by school district of residence to custodial parent/guardian:** Must include the date received and be signed by the residential/custodial parent or legal guardian. Not valid POR if signed by another individual.

**Local Law Enforcement Agency's written confirmation of custodial parent/guardian's current address:** Must be signed and dated on department letterhead; if an email is submitted, the transmission must be identifiable as the agency's internal email account.

**Residential School District's documented affirmation of custodial parent/guardian's current address:**

Documentation on their school district letterhead is sufficient.

### **NOT ACCEPTABLE POR:**

Driver's License, Cell Phone Bill, Tax Forms, Solicited Mail