



PROOF OF RESIDENCY GUIDELINES

FAMILIES MUST SUBMIT ATLEAST ONE (1) PROOF OF RESIDENCY

Criteria:

- *The legal guardian(s) must be listed on all documents as well as the service or physical address.*
- *All documents, with the exception of a lease or deed, must be dated within the last 30 days of the submission.*
- *Past due and disconnection notices are NOT acceptable documents.*

Acceptable Documents

- Land contract with signature page
- Deed
- Mortgage Statement
- Closing papers with signature page (if a new home was recently purchased)
- Lease agreement
 - The lease agreement must be valid for at least one year with a start and end date shown. **NO** month to month agreements.
 - Make sure to include the front page listing the tenant's name, term dates of the lease, address and signature page
 - The legal guardian must be listed on the lease
- Utility bill (water, electric, gas, propane)
- Current letter from the utility company which must be on company letterhead and state that you are receiving services to your residence
- Trash bill
- Renter's or home insurance statement/bill
- Internet bill
- Government documents such as Social Security or Job and Family Services for those receiving benefits
- Real estate tax bill

***If you are sending a bill, OHVA will need to see the whole statement. **NO** payment stubs will be accepted. Please feel free to black out your account number and any private information.

If you are unable to supply any of the items listed, please contact addresschange@ohva.org

Documents can be submitted to:

Fax: (440) 209-7795

addresschange@ohva.org

Mail: CO Tiffany Quisno 1690 Woodlands Drive Suite 200, Maumee, OH 43537