



OHVA PROOF OF RESIDENCY GUIDELINES

FAMILIES MUST SUBMIT 2 PROOF'S OF RESIDENCY

One from column **A and One from Column **B****

<u>Column A</u>	<u>Column B</u>
<ul style="list-style-type: none"> ➤ Current Lease Agreement w/Signature Page ➤ Land Contract w/Signature Page ➤ Deed ➤ Current Mortgage Statement ➤ Closing papers w/Signature Page (If you just purchased a brand new home) ✓ The Lease Agreement must be valid for at least one year with a start and end date shown. <u>NO</u> month to month agreements. (Make sure to include the front page listing the tenant's name, the term dates of the lease, the address, along with the signature page.) ✓ No pictures of documents will be accepted ✓ All documents need to have the legal guardians name listed. 	<ul style="list-style-type: none"> ➤ Current Utility Bill (water, gas, electric, propane) ➤ A current letter from the utilities company which must be on company letterhead stating that you are <u>receiving</u> services to your home. (The letter must show the legal guardian's name, date, and address) ➤ Current Trash Bill ➤ Current Renter's or Home Insurance Bill ➤ Current Cable Bill ➤ Current Internet Bill ➤ Current Home Telephone Bill ➤ Current Documents from Social Security or Job and Family Services for those <u>receiving</u> benefits ➤ Current Real Estate Tax Bill ➤ Current Bank Statement (no account summary print out) ➤ Current Paycheck Stub ✓ The options above <u>CANNOT</u> be any older than <u>30 DAYS</u> and it must be in <u>LEGAL GUARDIAN'S</u> name. <u>No Past Due or Disconnection</u> notices will be permitted! ✓ If you are sending a bill we need to see the whole statement <u>NO</u> payment stubs will be accepted. Please feel free to black out your account number. ✓ No pictures of documents will be accepted ✓ All documents need to have the legal guardian's name listed.

If you are unable to supply any of the items listed, please contact Courtney Rahe at 419-482-0948 (ext 2014).

Documents can be submitted to:

Fax: 419-482-0955 Attention Courtney or Ashley

Mail: 1690 Woodlands Drive Suite 200 Maumee, Ohio 43537 Attention Courtney or Ashley

Email to: crahe@k12.com or aneuenschwander@k12.com