



## **OHVA PROOF OF RESIDENCY GUIDELINES**

**FAMILIES MUST SUBMIT 2 PROOFS' 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"> <li>➤ Current Lease Agreement w/Signature Page</li> <li>➤ Land Contract w/Signature Page</li> <li>➤ Deed</li> <li>➤ Current Mortgage Statement</li> <li>➤ Closing papers w/Signature Page (If you just purchased a new home)</li>   <li>✓ 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.)</li>   <li>✓ No pictures of documents will be accepted</li>   <li>✓ All documents need to have the legal guardians name listed.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Current Utility Bill (water, gas, electric, propane)</li> <li>➤ A current letter from the utilities company which must be on company letterhead stating that you are <i>receiving</i> services to your home. (The letter must show the legal guardian's name, date, and address)</li> <li>➤ Current Trash Bill</li> <li>➤ Current Renter's or Home Insurance Bill</li> <li>➤ Current Cable Bill</li> <li>➤ Current Internet Bill</li> <li>➤ Current Home Telephone Bill</li> <li>➤ Current Documents from Social Security or Job and Family Services for those <i>receiving</i> benefits</li> <li>➤ Current Real Estate Tax Bill</li> <li>➤ Current Bank Statement (no account summary print out)</li> <li>➤ Current Paycheck Stub</li>   <li>✓ The options above <u>CANNOT</u> be any older than <u>30 DAYS</u> and it must be in <u>LEGAL GUARDIANS</u> name. <u>No Past Due or Disconnection</u> notices will be permitted!</li>   <li>✓ 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.</li>   <li>✓ No pictures of documents will be accepted</li>   <li>✓ All documents need to have the legal guardians name listed.</li> </ul>

If you are unable to supply any of the items listed, please contact Ashley Neuenschwander [aneuenschwander@k12.com](mailto:aneuenschwander@k12.com) or Courtney Rahe [crahe@k12.com](mailto:crahe@k12.com).

**Documents can be submitted to:**

**Fax: 419-482-0955 Attn: Ashley**

**Mail: 1690 Woodlands Drive Suite 200 Maumee, Ohio 43537 Attention Arianna or April**