



LANDLORD VERIFICATION FORM

I, _____, truthfully do state the following;
Printed Name of Landlord

RE: _____;
Printed Name of Tenant/Leaseholder

1. Select Appropriate Relation to Rental Dwelling: *(To be completed by the Landlord/Rental Agency)*

I am the legal owner of the dwelling unit.

– OR –

I am the _____ of _____.
Position Name of Rental Dwelling

2. Location of Rental Dwelling: *(To be completed by the Landlord/Rental Agency)*

Street Address Apartment #

City State Zip

3. Complete: *(To be completed by the Landlord/Rental Agency)*

I am making this verification in connection with the Tenant's (name listed above) claim that the following people are residing with him/her in the above mentioned rental dwelling:

_____ Name of Parent	_____ Name of Parent
_____ Name of Child	_____ Name of Child
_____ Name of Child	_____ Name of Child



LANDLORD VERIFICATION FORM (CONTINUED)

TO BE COMPLETED BY THE LANDLORD IN FRONT OF A NOTARY PUBLIC:

I, _____
Printed Name of *Landlord*

do hereby declare, certify and state under penalty of perjury that the foregoing statements are true and correct to the best of my knowledge.

This, the _____ day of _____, 20_____.
(Day) (Month) (Year)

Signature of Landlord
(To be signed in the Presence of a Notary Public)

TO BE COMPLETED BY THE NOTARY PUBLIC:

On this, the _____ day of _____, 20_____.
(Day) (Month) (Year)

personally appeared before me, _____,
(Name of Landlord from Above)

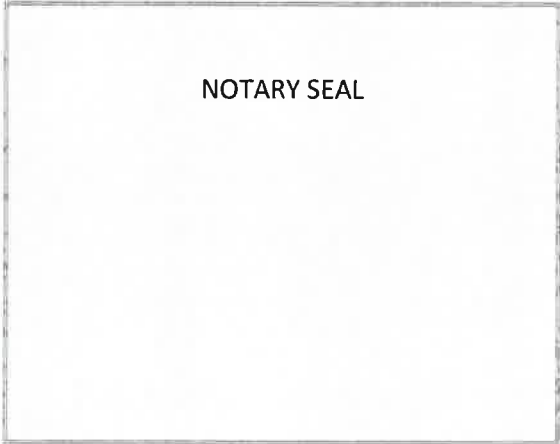
known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged that he/she executed the same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

Printed Name of Notary Public

Signature of Notary Public

Today's Date

Date My Commission Expires





ACCEPTABLE PROOF OF RESIDENCE FOR THE BRANDYWINE SCHOOL DISTRICT

Parents/legal guardians of school enterers are required to provide **TWO** proofs of residency. The proofs of residence must contain the name and address of the registering parent(s)/legal guardian(s). Addresses on each proof of residence **MUST** be the same.

You Must Submit ONE Proof of Residence From EACH Group:

Group A. Proof of Home Ownership or Lease Agreement (one of the below items must be provided):

- Copy of a recent month's mortgage statement
- Copy of home settlement statement (*Used if home was recently purchased and a mortgage statement has not yet been received*)
- Copy of the Deed to the property (*Used if the property is paid off*)
- Rental Agreement (*Signed & showing legal parent, legal guardian, or relative caregiver as an occupant*)

Group B. Second proof of residency (one of the below items must be provided):

- An original utility bill within the past 60 days (*Utility bills are gas, electric, cable, internet or landline bills. May NOT be a copy*)
- Car registration
- Automobile insurance policy
- Current voter registration card
- Rental insurance policy
- Homeowner's insurance policy
- Estate tax receipt
- Most current year's tax documents
- Pay check or pay stub (*Must be a recent pay check or pay stub*)
- Notarized letter from employer stating that the registrant is their employee and what address they have on file
- Two consecutive month's bank statements prior to date of registration (*New accounts will not be accepted*)
- Change of address label on envelope (*Must be the official Post Office notification; normally a yellow sticker on the outside of the envelope by the old address*)
- Official letter from a DE State agency such as DHSS, DFS, Dept. of Labor, YRS, TANF, etc.

*** If Living in a Residence of Another Person - NOT a Rental Property:**

The residence must be the primary residence of the homeowner. The owner of the residence must accompany the parent/legal guardian at the time of registration and present a DE Driver's License or State ID for identifying purposes and the information requested as proof of residence, as stated above.

- Both parties must complete the *Parent Verification of Multiple Occupancy and Owner Verification of Multiple Occupancy* stipulating that the registering parent/legal guardian lives in the residence of the homeowner.
- Within 30 days – the parent/legal guardian of the student(s), who are residing with the homeowner, **must** present **two** items from Group B.

*** If Living in a RENTAL Residence of Another Person:**

The residence must be the primary residence of the leaseholder. The leaseholder must accompany the parent/legal guardian at the time of registration and present a DE Driver's License or State ID for identifying purposes and the information requested as proof of residence, as stated above. All handwritten leases and non-apartment complex leases must have a contact number and will be verified by district personnel prior to enrollment.

- **Option 1:** The leaseholder may add the registering parent/legal guardian onto their lease agreement. Within 30 days – the parent/legal guardian of the student(s), who are residing with the leaseholder, **must** present **two** items from Group B.
- **Option 2:** If the names of the registering parent/legal guardian are **not** on the leaseholder's lease agreement, a *Landlord Verification* from the apartment complex/landlord must be completed and notarized attesting to the fact that the registering parent/legal guardian are in residence. Within 30 days – the parent/legal guardian of the student(s), who are residing with the leaseholder, **must** present **two** items from Group B.