



# 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)

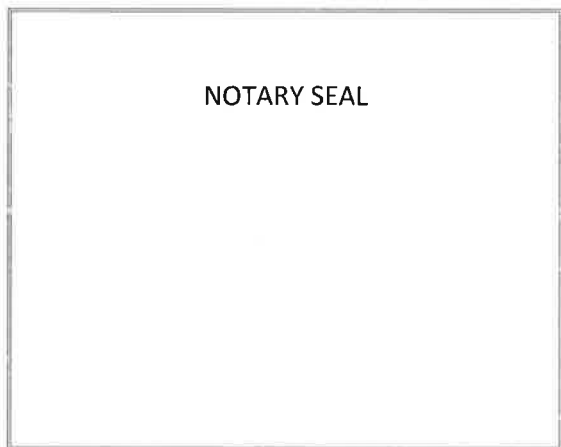
known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged that he/she executed the same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

\_\_\_\_\_  
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.

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#### **\* 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.