



## 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 60 days of the submission.*

#### 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
- Correspondence from Job and Family Services or Social Security for those receiving benefits (Other than initial applications)
- Real estate tax bill
- Current year W2
- Recent pay statement
- PNC/Pinnacle Address Verification Services
  - This option is available at the discretion of OHVA. If at any point the school has reason to believe that the reported address is no longer valid, a legal guardian will be required to provide another valid document from the approved list for verification.

\*\*\*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](mailto:addresschange@ohva.org)

Documents can be submitted to:

Fax: (440) 209-7795

[addresschange@ohva.org](mailto:addresschange@ohva.org)

Mail: CO Address Changes 1690 Woodlands Drive Suite 100, Maumee, OH 43537