

Proofs of Residency as outlined by LCS Board Policy 5112:

Homeowner:

- a. Category A. You MUST provide one (1) document:
1. one current utility bill (dated within thirty (30) days - for new services, an activation notice may be accepted);
 2. current mortgage/HUD statement (dated within thirty (30) days), or deed with all required signatures;
 3. current homestead exemption card.
- b. Category B. You MUST provide one (1) document showing your address:
1. homeowners insurance policy;
 2. medical insurance statement;
 3. property tax record;
 4. termite bond; or
 5. vehicle registration.

Renter:

Reasonable proof of residence MUST include one (1) item from each of the following categories:

Category A. You MUST provide one (1) document:

Current lease/rental agreement with the names of everyone living in the household listed on the lease/rental agreement. Lease must have both tenant and landlord/property manager's signature and contact information. If the lease is month to month, a letter from the landlord/owner/property manager is required.

Category B. You MUST provide one (1) document showing your address:

1. current utility bill dated within thirty (30) days, bottom portion showing name and service address; (For new services, an activation notice may be accepted.)
2. medical insurance statement;
3. renter's insurance policy;
4. vehicle registration; or
5. mail from a government agency.

If you are living with a person who owns their home:

Reasonable proof of residence MUST include one (1) item from each of the following categories in **addition** to the affidavit(s):

- a. Category A. You MUST provide:
1. notarized affidavit of residency form - REQUIRED;
 2. vehicle registration; or
 3. mail from a government agency.
- b. Category B. The HOMEOWNER MUST provide at least two (2) documents:
1. notarized homeowners/renters acknowledgment form - REQUIRED;
 2. current utility bill dated within thirty (30) days, bottom portion showing name and service address; (For new services, an activation notice may be accepted.)
 3. current mortgage/HUD statement (dated within thirty (30) days) or deed, with all required signatures; or,
 4. current homestead exemption card.

If you are living with a person who is a renter:

Reasonable proof of residence MUST include one (1) item from each of the following categories in addition to the affidavit(s):

Category A. You MUST provide:

- a. notarized affidavit of residency form - REQUIRED;
- b. current utility bill dated within thirty (30) days, bottom portion showing name and service address; (For new services, an activation notice may be accepted).
- c. current lease dated within thirty (30) days, or deed with all required signatures.