

Proof of Residency

Two current “proof of residency” documents must be submitted. The proof of residency must be dated **within the past 30 days** and show the **property address** (not just a mailing address). These documents can be:

1. Electric bill showing property address
2. Gas bill showing property address
3. Water bill showing property address
4. Cable bill showing property address
5. Other acceptable documents:
 - Recent mortgage statement showing property address
 - Current signed lease agreement with landlord’s name and phone number
 - Current paid tax receipt for real estate (not property tax bill) showing property address
 - Most recent state or federal income tax return showing property address
 - Pay stub with visible address (however, this cannot be used with a W-2 since it is basically the same)
 - Current statement from DSS or other governmental agency which proves residency of the parent/legal guardian
 - Signed closing contract for any home purchase (Once home is closed on, two proofs of residency must be provided within a week of closing)
6. Any leases with future occupancy dates must be submitted to the Planning & Demographics Department

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