



**SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT
RESIDENCY VERIFICATION CHECKLIST
All documents must be UNEXPIRED**

HOMEOWNERS – Choose 1 item from List A and 1 item from List B

MULTIPLE OCCUPANTS*
 - Homeowner: Choose 1 item from List A and 1 item from List B and the Multiple Occupant Form.
 - Multiple Occupant Family: Choose 2 items from List B and the Multiple Occupant Form.

***MULTIPLE OCCUPANCY is when one or more families are living within the same home of a Susquehanna Township Resident.**

MULTIPLE OCCUPANT RESIDENT/OWNER – Legal owner of the Susquehanna Township School District residence where multiple occupant families are residing.

MULTIPLE OCCUPANT FAMILIES – All family members residing in the residence of a Susquehanna Township School District homeowner.

NOTE: For Rented/Leased Properties: Multiple occupancy cannot exist in a rented/leased home. All adult residents must be listed on the lease, eliminating the need for the multiple occupancy forms.

The Multiple Occupant Form must be completed by both parties, notarized, and submitted at the same time as all other required documents.

LIST A Residential Documents that Establish Susquehanna Township Residency as the Home Owner	LIST B Identification Documents that Establish Susquehanna Township Residency as the Multiple Occupant Family
Deed	PA Driver's License
Mortgage	PA Identification card
Municipal and/or School Taxes or proof of payment	PA auto registration
Signed contract for the construction of a residence within STSD with a copy of the building permit and/or other applicable permits.	Current utility bill (cell phone and cable service bills will NOT be accepted)
Signed agreement of sale for the purchase of a residence or residential unit	Current credit card bill or bank statement
	Current check stub(s) from wages, public assistance, social security or other income.