



MADISON COUNTY
SCHOOLS

Special Affidavit Checklist

*** Please Note ***

1. Homeowner/Leaseholder and Parent/Guardian must both be present to complete the Special Affidavit
2. The Special Affidavit cannot be completed until required documentation is presented
3. All documents must be current (**within 60 days**), bear the **correct address** and be submitted in hardcopy form
4. Because form is notarized, both parties must present photo ID

Homeowner/Leaseholder Must Provide ONE Document from EACH GROUP:

Group 1:

- Mortgage Document
- Original Lease signed by property owner and tenant.
Occupants must be listed.
Lease expires: _____
- Homestead Exemption Application
- Deed
- Current property tax notice from Madison County Tax Assessor

Group 2:

- Current Utility Bill*
(electric, gas, water, home cable/internet)
** Disconnection/Late notice not accepted*
- **For a home lease, a copy of the homeowner's deed must also be provided. If using a property management company, a contract between the homeowner & property management company.***

Parent/Guardian living with Homeowner/Leaseholder Must Provide:

***** ALL ITEMS MUST HAVE THE CURRENT ADDRESS*****

Group 1 (must provide one)

- Current MS Driver's License
- State Identification Card
- Madison County Auto Tag Receipt
- Federal Immigration Documents

Group 2 (must provide two different)

- Medical Bill
- Bank Statement (mobile payment services are not acceptable)
- Paycheck Stub or most recent W2
- Current Insurance Policy or Card
- Current Utility Bill in Parent/Guardian's Name*
(electric, water, gas or home cable/internet)
**Disconnection/Late notice not accepted*
- Government Mailing from County, State or Federal Agency

Please visit <https://forms.office.com/r/MrfWS2LiTJ> for instructions on how to submit and obtain approval. Thanks, Special Affidavit Team