

**RESIDENCY VERIFICATION REQUIREMENTS  
SPECIFIC/UNIQUE RESIDENCY SITUATION**

**RESIDENT/TENANT WITH NO CURRENT LEASE/EXPIRED LEASE**

1) ***Resident/tenant with no current lease/expired lease***:

- A) The **resident/tenant** will need to provide a newly drafted current lease or **Declaration of Legal Residence** will need to be completed by both resident and property owner. The owner will need to have this document notarized. **Original notarized DLR** needs to be presented at time of registration appointment. These documents must contain the **owner/landlord's name and phone number**.
- B) Resident/tenant must provide a driver's license or passport and car registration.
- C) Resident/tenant must provide two different and current (within the last month) utility bills (gas water, electricity, internet/cable, landline). If recently moved, letters of account set-up from the utility companies with the **resident's name, address, and current dates**.
- D) ***If utilities are stipulated in the lease to be included in the rent***, the following documentation will be accepted in lieu of utility bills – the two documents **must have renters/tenant name, address, and current date**.
- Internet/cable bill (if not specified in lease agreement) is the preferred proof (one) of residency. The second proof can be a cell phone bill with name, address, and current date. If internet/cable is included in the lease, they will need two forms of proof from the list below.
  - Renter's insurance with name, address, and current date, cell phone bill, with name address and current date, current documentation from federal/state/local government such as: Husky benefits letter, state benefit letters (SNAP/TFA, disability, Medicaid, social security), court documents with name, address and current date, Homeland Security, Immigration or Office of Refugee Resettlement documents, voter's registration approval confirmation with name, address, and current date, current driver's license or car registration change or renewal confirmation with name and address current date, car tax bill with current date, name, and address. All these documents must contain, name, address, and date within the last 30 days of registration date.

**Please Note:** This is a list regarding proof of residence only. Please see all document requirements on our district website.



**DECLARATION OF LEGAL RESIDENCE**

**TENANT INFORMATION**

**TENANT:** \_\_\_\_\_  
 Tenant's Name

**RENTAL PROPERTY:** \_\_\_\_\_  
 Street Address City/State Zip Code

**TERM OF LEASE:** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (\_\_\_\_)\_\_\_\_  
 Start of lease End of Lease Tenant's Phone Number

**PROPERTY OWNER / LANDLORD INFORMATION**

**PROPERTY OWNER:** \_\_\_\_\_  
 Name of Property Owner / Landlord (please print)

\_\_\_\_\_  
 Property Owner / Landlord's Signature

**MAILING ADDRESS:** \_\_\_\_\_  
 Property Owner / Landlord's Mailing Address City/State Zip Code

**CONTACT NUMBER:** (\_\_\_\_)\_\_\_\_ \_\_\_\_\_  
 Property Owner / Landlord's Phone Number Property Owner Email Address

I am making the above statement as a true and bona fide representation. I fully understand that if I make a statement that is false, that I will be in violation of Section 53a-119 (6) of the Connecticut General Statutes and may be subject to prosecution for larceny by defrauding a public community which may be punishable by fine and/or incarceration.

I further understand that I may be required to **update** this information at any time and **agree** to do so upon request from the Fairfield Public Schools.

I hereby state that the individuals listed below are my tenants at the rental property listed above: (list all occupants of the household):

_____ Adult #1	_____ Child #2
_____ Adult #2	_____ Child #3
_____ Child #1	_____ Child #4

\*\*\*\*\*

**NOTARIZED SECTION**

On this date: \_\_\_\_/\_\_\_\_/\_\_\_\_, \_\_\_\_\_, appeared before me personally known  
Date Name of Property Owner / Landlord

to be the individual described in, and who executed this foregoing document, and he/she duly acknowledged to me under oath to the truth of his/her statement before me.

\_\_\_\_\_  
Signature of Notary Public SEAL Commission Expiration Date