

BOYERTOWN AREA SCHOOL DISTRICT

Multiple Occupancy Affidavit

When enrolling children in the Boyertown Area School District, it is necessary to establish residency.

The Multiple Occupancy Affidavit is used when the parent(s) and child(ren) to be enrolled are residing with a person who owns or rents a property within the Boyertown Area School District borders. Below you will find a Multiple Occupancy Affidavit forms which will be used to establish your residency in this District. Please see instructions below.

1. Complete "Affidavit of Residence" MO1 (this form is to be completed by the child(ren)'s Parent/Guardian).
2. Complete "Certification of Multiple Occupancy by Owner/Renter" MO2 (this form is to be completed by owner/lessee of the property).
3. **All forms must be notarized.**
4. You will be asked to supply one of the following to show change of address:

Parent or Guardian: *Must contain Parent/Guardian's Name, Address, and Date*

- **Internet bill**
- **Credit Card bill**
- **Bank Statement**
- **Insurance Document**
- **Federal or State Government mail**

5. Owner or Lessee will be asked to supply one document from each group below:

Owner or Lessee:

Group 1

- **Rental Agreement (Active)- copy of the entire lease**
- **HUD Settlement Form/Closing Disclosure Form/ALTA Settlement Statement**
- **Deed- Copy of the entire deed**
- **Real Estate Tax Bill (current year)- Per Capita Bill not accepted**

Group 2

- **Utility bill**
- **Internet bill**
- **Credit Card bill**
- **Bank Statement**
- **Mortgage Statement**
- **Insurance Document**
- **Federal or State Government mail**

6. Return all completed forms to the Education Center

If you have any questions regarding the procedure listed above, please contact 610-367-6031 option 7

**BOYERTOWN AREA SCHOOL DISTRICT
CERTIFICATION OF MULTIPLE OCCUPANCY
(Note: Must be completed by legal owner/lessee and notarized)**

Print All Information

I, _____ can certify that I am the legal owner/lessee of the property at

(Street address/apartment number/zip/Township/Borough)

I further affirm that the following individual(s) is/are living on a continuous permanent basis at the above address with the following child(ren). Permanent living includes changes in driver's license, voter registration, and other personal documentation to represent the new address.

Adult _____	Adult _____
Child _____	Child _____
Child _____	Child _____
Child _____	Child _____

I verify that this address is located within the boundaries of the Boyertown Area School District.

I assume responsibility for notifying the building principal(s) of the school(s) the above student(s) attend(s) should the circumstances change. Failure to inform the Boyertown Area School District could result in tuition and legal costs.

As with all students who are attending Boyertown Area School District on the strength of an affidavit, the district may conduct school neighborhood observations on a random basis throughout the year to verify compliance with the conditions of the affidavit. Should it be determined that all conditions of the affidavit are not met, I shall then be liable to reimburse the Boyertown Area School District at the current tuition rate for those days of improper attendance in the Boyertown Area School District, in addition to legal fees, court and administrative costs.

The information provided is true and correct to the best of my knowledge. I hereby give Boyertown Area School District authorization to verify information provided.

Signature of Property Owner/Lessee

**COMMONWEALTH OF PENNSYLVANIA
COUNTY OF _____**

Type/Print Name of Owner/Lessee

**Sworn to and Subscribed before me
this _____ day of _____, 20____**

Relationship to the Parent/Guardian

Notary Public

Owner/Lessee Phone Number

NOTE: This affidavit shall become invalid at the close of the current school year. A new affidavit will need to be instituted before admission to a Boyertown Area School District school for the following school year.

BOYERTOWN AREA SCHOOL DISTRICT
AFFIDAVIT- APPLICATION OF MULTIPLE OCCUPANCY REGISTRATION
(Note: Must be completed by Parent/Guardian and notarized)

Print all Information

Name of Child (ren) _____

I/We am/are the parent or legal guardian of the above named child (ren), who resides at

_____ PA _____
Street Apt. # PO Box Town Zip Code Municipal

This property is owned or leased by a Boyertown Area School District resident with whom I/We live. A certification of multiple occupancy by owner/lessee is attached.

I/We assume responsibility for notifying the building principal(s) of the school(s) that my/our child(ren) attend(s) should the circumstances change. Failure to inform the Boyertown Area School District could result in, but not limited to, tuition costs, legal costs, court and administrative costs.

In signing this affidavit, I/We am/are attesting to the fact that I/We am/are living with _____ on a continuous permanent basis as a multiple occupant and hereby resident(s) of the Boyertown Area School District.

All motor vehicle registrations, driver's license, voter registration and all such documentation will be changed to reflect my/our Boyertown Area School District residency at the above address. Within 10 school days of the date of this form, I/We will mail photocopies of all applicable documents to Boyertown Area School District c/o Student Registration Office, 911 Montgomery Avenue, Boyertown, PA 19512. If the documentation is not received within 10 school days of the date of this form, my/our child(ren) attending the Boyertown Area School District may be removed from school attendance and I/We will pay the tuition due and owing. If you have any questions, please contact the Student Registration Office at (610) 367-6031 opt 7, between the hours of 7:30 a.m. and 4:00 p.m.

Should it be determined that all conditions of the affidavit are not met, I/We shall then be liable to reimburse the Boyertown Area School District, but not limited to appropriate tuition costs, legal fees, court and administrative costs.

The information provided is true and correct to the best of my knowledge. I/We hereby give Boyertown Area School District authorization to verify information provided.

Signature of Parent/Guardian

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF _____

Type/Print Name of Parent/Guardian

Sworn to and Subscribed before me
this _____ day of _____, 20 _____

Relationship to Child(ren)

Notary Public

NOTE: This affidavit shall become invalid at the close of the current school year. A new affidavit will need to be instituted before admission to a Boyertown Area School District school for the following school year.