

## CHANGE OF ADDRESS INSTRUCTIONS RENTER

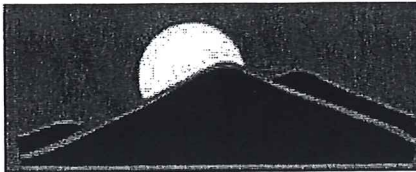
Please contact the Registration Office, at 973-669-5400, extension 20505, between the hours of 9:00 a.m. and 4:00 p.m., for any questions or concerns. **Change of Address documents must be submitted at the Administrative Offices located at 179 Eagle Rock Avenue.** Failure to submit all required documentation at the time of submission will not be accepted. **The student is not required to be in attendance during the registration process.**

### CHECKLIST OF DOCUMENTS REQUIRED FOR CHANGE OF ADDRESS: (NO EXCEPTIONS)

**Proof of Residency for Renter:** Two NOTARIZED forms and three additional documents as follows:

- **Certificate of Residency-Renter Form (must be current):** completed and NOTARIZED by renter.
- **Statement of Landlord Form (must be current):** completed and NOTARIZED by landlord (property owner) or landlord's agent.
- **Proof of Tenancy** - please provide **one** of the following documents:
  - Current Lease
  - Current Signed and addressed Rent Receipts (*Electronic ONLY*)
  - Letter: **signed and NOTARIZED**, by relative/friend, stating that the parent/guardian and student are living in his/her home, and are not responsible for rent and bills for the home. This letter must be accompanied by **proof of ownership or tenancy** of the relative/friend.
- **Proof of Address** - please provide **two current** documents, some examples listed below:
  - Public Service bill
  - Water bill
  - Cable or satellite bill
  - Home or cell phone bill
  - Bank or Insurance statement
  - Paystub with name and address

**Please be advised that the West Orange Board of Education reserves the right to conduct periodic, random home visits to verify residency of all students enrolled in the district. These visitations are conducted by Residency Verification Officers. Per Board Policy 5111: From time to time the Board of Education may require re-registration of all students.**



# West Orange Public Schools

179 Eagle Rock Avenue  
West Orange, New Jersey 07052

Registration Department

(973) 669-5400 ext. 20505 Fax: (973) 324-1289

## CERTIFICATE OF RESIDENCY: RENTER

To be Completed by Tenant (Please Print)

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Student Name (s) \_\_\_\_\_

Do you reside at the above address? \_\_\_\_\_ Date moved in \_\_\_\_\_

Former address \_\_\_\_\_

Documents required to accompany this Certification: Please submit a signed and notarized Statement of Landlord, one (1) Proof of Tenancy, plus two (2) **current** public utility bills as proof of address:

Statement of Landlord: \_\_\_\_\_ Proof of Tenancy: Lease \_\_\_\_\_ Rent Receipt \_\_\_\_\_ Letter \_\_\_\_\_

Proof of Address: PSE&G \_\_\_\_\_ Cable/Satellite \_\_\_\_\_ Water \_\_\_\_\_

Telephone/Mobile Phone: \_\_\_\_\_ Other \_\_\_\_\_

I/we affirm that I/we am/are the custodial parent(s) and/or guardian(s), of the student(s) listed above. I/we further state that this form and the attached documentation constitute true and accurate proof that the student(s) identified reside with me/us within the Township of West Orange. If any student named ceases to live with me/us, or if I/we move my/our residency, I/we will promptly notify the Board of Education in writing.

I/we certify that the foregoing statements made by me/us are true. I/we am/are aware that if any of the foregoing statements made by me/us are false, I/we am/are subject to punitive action. (N.J.S.A. 2C:28-2 and West Orange Municipal Ordinance #2028-05).

### PLEASE SIGN AND HAVE THE FOLLOWING STATEMENT NOTARIZED:

*I certify that the information provided above is correct. I fully understand that I will be held responsible for the full payment of tuition for all days of ineligible attendance, if the residency requirements have been found to be falsely reported.*

**Pre-K & Kindergarten \$17,414.00    Grades 1-5 \$19,379    Grades 6-8 \$19,915    Grades 9-12 \$19,932**

Signature of Parent/Guardian \_\_\_\_\_

### NOTARY:

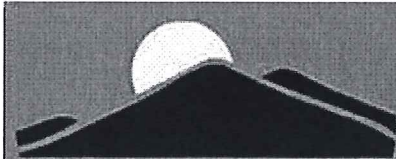
Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_ month 20 \_\_\_\_\_ Year

\_\_\_\_\_  
Signature of Notary Public of New Jersey

\_\_\_\_\_  
My Commission Expires

(Place Seal Here)

\_\_\_\_\_  
Signature of Staff Member Reviewing Residency



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## STATEMENT OF LANDLORD TO BE COMPLETED BY OWNER/LANDLORD (Please Print)

I/WE, \_\_\_\_\_ am/are the lawful owner or legal representative of the residential property located at \_\_\_\_\_ West Orange, New Jersey 07052.

Dwelling Type:    Single Family \_\_\_\_\_ Two Family \_\_\_\_\_ Multi-Family \_\_\_\_\_

The residence or residential unit is currently under lease from and occupied by:  
**(Landlord must fill in all occupants names)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For a period of (dates):

\_\_\_\_\_ to \_\_\_\_\_

### PLEASE SIGN AND HAVE THE FOLLOWING STATEMENT NOTARIZED:

*The answers provided above are absolutely true and entitles the child/children of the above tenant to a tuition-free education in the Township of West Orange. I/we understand the above information is being relied upon by the West Orange Board of Education to determine a student's residency in West Orange. I/we fully understand that any false answers provided are subject, if proven false, to punitive action. (N.J.S.A. 2C:28-2 and West Orange Municipal Ordinance #2028-05).*

\_\_\_\_\_  
Landlord Signature

\_\_\_\_\_  
Landlord Name (Print)

\_\_\_\_\_  
Landlord Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

### NOTARY:

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_ month 20 \_\_\_\_\_ Year

\_\_\_\_\_  
Signature of Notary Public of New Jersey

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
(Place Seal Here)