



South Buffalo Charter School
154 South Ogden Street, Buffalo, New York 14210
(716) 826 - 7213 (Fax) 826 - 7168



List of Acceptable Primary and Secondary Proofs of Residency

It will be necessary for you to provide **one** Primary proof of residency and at least **one** Secondary proof of residency.

Acceptable Primary Proof of Residency:

- Current year residential tax bill of an approved residential real property within the District in the name of the parent/legal guardian.
- Residential mortgage statement instrument or legal statement showing ownership of an approved residential real property within the District in the name of the parent/legal guardian.
- Lease or rental agreement of an approved residential real property within the District in the name of the parent/legal guardian. Must also include landlord's name, address and telephone number for verification purposes. This document must have current dates, be signed and dated. *If there is no current lease or rental agreement, the Landlord/Property Owner Affidavit of Residency will need to be provided. This affidavit will need to be signed, dated, and notarized by the property owner*.
- For instances where the child and the parent/legal guardian are living with another family member (owner of residential property), the family member will also need to provide 2 proofs of residency at the residential address within the District.

Acceptable Secondary Proof of Residency:

- Utility bill (for service at a residential address within the District being billed in the name of the parent/legal guardian.
- Utility Company letter to indicate service scheduled to begin within thirty (30) days at a residential address within the District being billed in the name of the parent/legal guardian.
- Insurance policy binder for homeowner or residential renter of any approved residential real property within the District in the name of the parent/legal guardian.
- Current automotive insurance or registration documentation.
- Current cell phone bill.

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- Social services award. Documents issued by federal, state or local agencies (local social service agency, federal office or refugee resettlement).
- Evidence of custody of the child, including but not limited to, judicial custody orders or guardianship papers.
- Federal or New York State Income Tax documentation with preprinted name and address such as a W-2 form. Documentation must be addressed in the name of the parent/legal guardian and addressed to a residential address within the District.

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