

## **Reading Community City Schools will accept the following as Proof of Residency:**

- Homeowner Deed: A printout from the auditor's website listing parent(s) as owners may be provided instead of a deed.
- Rental/Lease Agreement signed by both the landlord and the tenant, including the landlord's contact information and Affidavit from the City of Reading.
- Residency Affidavit - Parents/Guardians who are residing with a Reading residents must present a notarized Residency Affidavit form signed by the owner of the property and Affidavit from the City of Reading (this form is listed below).
- To obtain an Affidavit from the City of Reading, please visit City of Reading Tax Department at 1000 Market Street Reading, Reading, OH 45215. Phone number is 513-733-0300.



**READING**  
Community City  
Schools

## RESIDENCY AFFIDAVIT

*This affidavit is used when the parent/legal guardian and child are living in a domicile belonging to another person. (Example: a couple divorces and the mother and child move home with her parents.) The owner/landlord would complete this Affidavit and provide the proof of residency.*

I, \_\_\_\_\_, being duly cautioned, do solemnly swear or affirm the following:

- I am the owner/landlord of the residence at \_\_\_\_\_, \_\_\_\_\_ OH 45 \_\_\_\_\_, located in the district of \_\_\_\_\_.  
Home Phone Number: \_\_\_\_\_ Work/Cell Number: \_\_\_\_\_
- Listed below are all the other occupants at the above address and their relationship to the tenant: *(This affidavit must list all the residents within the dwelling).*

<u>Name</u>	<u>Age</u>	<u>Relationship to Tenant</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- The above listed tenant(s) is/are living at my above stated residence and have been since the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. The expected period of this tenancy is (monthly, yearly, etc.): \_\_\_\_\_.

**NOTICE: READ CAREFULLY: Knowingly falsifying this document is a violation of the Ohio Revised Code: Section 2921.13(A) (6) which is a First Degree Misdemeanor punishable by a prison term of six (6) months and/or a fine up to \$1000.00.**

*I acknowledge and understand that the above information is true and correct and that information has not been withheld concealed or misrepresented.*

Property Owner's Name (please print): \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY NOTARY**

Sworn to or affirmed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By: \_\_\_\_\_ (Property Owner)

Notary Public: \_\_\_\_\_

\_\_\_\_\_  
Signature of Building Administrator

\_\_\_\_\_  
Date