



# Community Unit School District 303

201 S. 7th Street, St. Charles, IL 60174-2664 • (331) 228-2000 • [www.d303.org](http://www.d303.org)

## RENTER'S FORM FOR VERIFICATION OF RESIDENCY IN LIEU OF LEASE

\_\_\_\_\_ School Year

A person seeking to enroll a student may use this form as evidence of residency when a signed lease is unavailable. Parent/Guardian will also be required to complete the Verification of Residency form and provide proof of two (2) most recent months' rent payments and three (3) bills/statements documenting renter's name and address. Return this completed form, signed by your landlord, to the school office. Landlord's signature must be notarized. The School District reserves the right to evaluate the evidence presented; completing this form does not guarantee admission.

### Step 1: To be completed and signed by the parent/guardian

Student's Name	School	
Student's Name	School	
Student's Name	School	
Parent/Guardian	Phone Number	
Address	City	State/Zip Code
Signature of Parent/Guardian	Date	

### Step 2: To be completed and signed by landlord and notarized

I certify that I am the owner of the residence at \_\_\_\_\_ and that the above named individuals are renting and living at this residence for the lease term of \_\_\_\_ / \_\_\_\_ / \_\_\_\_ through \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Landlord Signature	Date	
Landlord Printed Name	Landlord's Phone Number	
Landlord's Address	City	State/Zip Code
Notary Public Signature and Seal	Date	

**WARNING:** If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for nonresident tuition from the date the student began attending a District school as a non-resident. A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the district is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)). A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that district without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).