

Shared Housing Affidavit Checklist

5 documents must be sent to the ABSS School Administration office in order to complete the Shared Housing Affidavit process. When you have all 5 documents, please scan or photo all documents and email them to AOR@abss.k12.nc.us

- Allow 2-3 working days for affidavits to be processed. Submitting incomplete information will delay the approval.
- If you have questions or need assistance, please call 336.438.4000 ext 20114

All documents should show current date, name matching the affidavit, and current address.

<p>1. <u>Parent/Guardian Affidavit</u> (Notarized) (2 Pages)</p>	<p>2. <u>Owner/Renter of Property Affidavit</u> (Notarized) (2 Pages)</p>
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<p>3. <u>Parent/Guardian (1 Proof)</u></p> <p><input type="checkbox"/> Current Mail in the parent's name. (CAN NOT be a personal letter or package)</p>	<p>4-5. <u>Owner/Renter of Property (2 Proofs)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Water Bill <input type="checkbox"/> Gas Bill <input type="checkbox"/> Power Bill <input type="checkbox"/> Sewer Bill <input type="checkbox"/> Garbage Collection Bill <input type="checkbox"/> Current Home Property Tax <input type="checkbox"/> Rental/Lease Agreement w/ Signature Page <input type="checkbox"/> Deed to Home <input type="checkbox"/> Mortgage Statement <input type="checkbox"/> Bank, Employer or Medicaid Mail <input type="checkbox"/> Drivers Lic w/ Car Registration (must be current address on both) <input type="checkbox"/> ABSS Employee ID <input type="checkbox"/> Home Internet Service (Must say on the Bill)
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The parent submitting the SHA must be the parent listed on the Birth Certificate or have legal documentation of guardianship.

The student's Birth Certificate and Parent ID must be on file with the school or included in the online enrollment documents.



Alamance-Burlington School System
 1712 Vaughn Road
 Burlington, North Carolina 27217
 336.438.4000 x20114 (School Administration) AOR@abss.k12.nc.us

NOTICE: This affidavit is an official government record and must be notarized and submitted electronically through the email address provided above. The provision of false information in this affidavit may result in the immediate withdrawal of the student from school. All information is subject to verification procedures. Allow 2-3 working days for affidavits to be processed. Submitting incomplete information will delay the approval.

Full Name of Student(s) & Student ID(s) #	<p>SHARED HOUSING AFFIDAVIT</p> <p><i>Valid for the 2023-2024 School Year</i></p> <p><u>(TO BE COMPLETED BY THE STUDENT'S PARENT, LEGAL GUARDIAN, OR LEGAL CUSTODIAN)</u></p>
Full Name of the Student's Parent / Legal Guardian	
Full Name of Owner or Renter of Property	
Street Address of Property	
City State Zip	
Phone Number of Parent/Legal Guardian	Email Address of Parent/Legal Guardian

I, _____, being a legal adult and fully competent to make and execute this affidavit, hereby affirm and certify the following:

1. I am the biological parent, legal guardian, or legal custodian of the student identified above.
2. Parent/legal guardian must provide the child's birth certificate or other acceptable alternative proof of guardianship to the school.
3. The student identified above and I have lived in the home of the person identified above at the address identified above since _____.
4. The student and I live at the property described above (check one):
 - Infrequently
 - Occasionally
 - Always (brief periods of travel excepted)
 - Other. Please specify/explain: _____
5. Please state the address and reason you vacated/abandoned your previous address.



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6. The student and I (check one):
 Do not have any other home
 Spend some time in another home. Please specify/explain: _____

7. Barring unforeseen circumstances, the student and I plan to remain in the home identified above (check one):
 Indefinitely
 Until we secure more permanent housing
 Other. Please specify/explain: _____

8. I consider the home identified above to be my regular domicile and have no present intent to return to a more permanent home.

9. I certify/attest that all of the information provided in this affidavit is true/accurate to the best of my knowledge.

10. I understand that the information provided in this affidavit is subject to verification procedures and that both I and the property owner/renter identified above may need to answer follow-up questions.

Name of School(s) Assigned to Residency Address. Elementary Middle High

Date: _____
 Parent/Guardian Signature: _____
 Printed Name: _____

STATE OF NORTH CAROLINA
 ALAMANCE COUNTY

I certify that _____ personally appeared before me this day and I have seen satisfactory evidence of his/her identity, and that he/she has acknowledged to me that he/she voluntarily signed the foregoing Affidavit and certified to the truth and accuracy of the information contained therein.

This the ____ day of _____, 202__

Notary Public _____

(Print Notary Public Name) _____

My Commission Expires: _____



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Full Name of Student(s) & Student ID(s) #	SHARED HOUSING AFFIDAVIT <i>Valid 2023-2024 School Year Only</i> <u>(TO BE COMPLETED BY OWNER OR RENTER OF PROPERTY)</u>
Full Name of the Student's Parent / Legal Guardian	
Full Name of Owner or Renter of Property	
Street Address of Property	
City State Zip	
Phone Number of Owner or Renter of Property	Email Address of Owner or Renter of Property

I, _____, being a legal adult and fully competent to make and execute this affidavit, hereby affirm and certify the following:

1. I am the owner or renter of the property described above. **(Two required)** A copy of the deed, lease, utility bills (*ex. Water, Gas, Power, Garbage, or Property Tax Statement*), or other documentation showing my ownership or rental of the property in question, is attached to this affidavit. *(See Checklist for acceptable proofs)*
2. The student and student's parent or legal guardian identified above live with me in the property described above and have lived there since _____
3. The student and student's parent or legal guardian identified above live with me at the property described above (check one):
 - Infrequently
 - Occasionally
 - Always (brief periods of travel excepted)
 - Other. Please specify/explain: _____



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4. To the best of my knowledge, the student and student's parent or legal guardian identified above (check one):

- Do not have any other home
- Spend some time in another home. Please specify/explain: _____

5. To the best of my knowledge, and barring unforeseen circumstances, the student and student's parent or legal guardian identified above plan to remain in my home (check one):

- Indefinitely
- Until they secure more permanent housing
- Other. Please specify/explain: _____

6. I understand and agree that the student and student's parent or legal guardian are claiming my home as their domicile.

7. I certify/attest that all of the information provided in this affidavit is true and accurate to the best of my knowledge.

8. I understand that the information provided in this affidavit is subject to verification procedures and that I may be asked follow-up questions.

School(s) Assigned to Residency Address _____

Date _____

Property Owner Signature _____

Printed Name: _____

STATE OF NORTH CAROLINA
 ALAMANCE COUNTY

I certify that _____ personally appeared before me this day, that I have seen satisfactory evidence of his/her identity, and that he/she has acknowledged to me that he/she voluntarily signed the foregoing Affidavit and certified to the truth and accuracy of the information contained therein.

This the ____ day of _____, 202__

Notary Public _____

(Print Notary Name _____)

Commission Expires _____