Cherry Hill Public Schools
Landlord Affidavit Instructions

If you live with someone who OWNS property in Cherry Hill, this is what you need to complete in order to have your child registered in the Cherry Hill Public Schools system. It is required that you complete this form and bring it with you to your appointment with the Registration Office. It must be signed and notarized.

You must also provide us with the following CURRENT INFORMATION:

- **2 Proofs of Residency for Cherry Hill from the OWNER of the property:** *Property Tax Bill, Mortgage Statement, Current Utility Bills (i.e., PSE&G, Water, Sewer, Telephone, Cell Phone – NO CREDIT CARD BILLS), Financial Account Information, Employment Documentation, or any other business record or documentation issued by a government entity. They must be dated within the two months prior to your registration appointment.

**PLUS:**

- **2 Proofs of Residency for Cherry Hill from the TENANT:** *Current Utility Bills (i.e., PSE&G, Water, Sewer, Telephone, Cell Phone – NO CREDIT CARD BILLS), Financial Account Information, Employment Documentation, or any other business record or documentation issued by a government entity. They must be dated within the two months prior to your registration appointment.

**REMINDER:** THIS FORM NEEDS TO BE NOTARIZED ON THE REVERSE SIDE!
Student Name:________________  School:________________  Grade:_______

I, ________________________________, do swear under oath to the following:

1. **Circle either A or B below:**
   
   **A:** I am the owner of the dwelling unit located at ____________________________.

   **B:** I am __________________________ of __________________________,
   the owner of the dwelling unit located at ____________________________.

   Cherry Hill Township, Camden County, New Jersey.

2. ____________________________ is a Tenant residing in the dwelling unit under an
   unwritten lease and has been such a Tenant since ________________.

   My relationship to said Tenant is: ________________________________________.

   Explanation of Relationship Between Tenant and Landlord

3. ____________________________ is a child residing in said dwelling unit with the
   above named Tenant.

4. I am making this Affidavit in connection with the Tenant’s claim that ______________________
   Name of Student
   is residing with him/her in the dwelling unit and that this student is entitled to a free public education in the
   Cherry Hill Township public school system.

I, ________________________________, have been informed of the following information:

- Residential checks by the district Attendance Officer are conducted periodically to confirm residency.
- If it is found that the student(s) listed above are not actually residing at the address listed above, the
  Cherry Hill Public School District reserves the right to seek financial recovery from the landlord, including
  placing a lien on the landlord’s property for the tuition cost.

By signing below, we acknowledge that both landlord and tenant understand this information.

______________________________  ____________________________
Landlord (print name)  Landlord Signature  Date

______________________________  ____________________________
Tenant (print name)  Tenant Signature  Date

Sworn to and subscribed
Before me this ________________ day
Of ________________, 20______