

Instructions for Completing MULTIPLE OCCUPANCY FORMS (MO)

Middletown Area School District

Pennsylvania law states that a child shall be accorded free school privileges by the school district in which their parent/guardian resides. **Since you are applying for registration of your child(ren) within the Middletown Area School District and will reside with another family in a home, rental unit, or mobile home in their name, you must complete Multiple Occupancy Forms.** The forms must be completed, signed and notarized by both the legal parent/guardian of the child(ren) being registered and the legal homeowner or renter in the District. The burden of proof for establishing current legal residency is the responsibility of the parent/guardian in order to obtain registration in the District.

Periodic verification will be made to determine that the family is living in the resident's home on a full-time basis. The School District will re-verify residency each school year. You are obligated to contact the School District if the child's living situation changes. If you have questions, please contact **Student Registration** at registration@raiderweb.org or 717-948-3300, ext. 1013.

Please check off each item that has been completed under the headings "Parent/Guardian," "Homeowner," or "Leaser/Renter." Office personnel will also check through the packet when you register and check off completed items under "Office."

*****PLEASE TURN IN ALL DOCUMENTATION ALONG WITH THIS FORM*****

SECTION 1 – PARENT/GUARDIAN

Parent	Office	
_____	_____	1. Proof of Birth (not needed if a renewal)
_____	_____	2. Proof of Residency – Parent/Guardian in a Multiple Occupancy Provide any TWO of the following: (each must contain your current MASD address) <ul style="list-style-type: none">• Valid driver's license (or I.D. card) or change of address card with your current address• Current utility bill containing your current address• Valid vehicle owner's card with your current address (vehicle registration)• Pay check stub within 30 days with your current address• Tax bill (most recent) with your current address• Renter's insurance bill with your current address• Current welfare documentation• Letter from employer• Federal/State income tax return/W2 (current)• Current bank statement• Current voter registration card• Current health insurance documentation
_____	_____	3. Affidavit For A Multiple Occupancy Certificate - AFF Form 1 - MO (page 4) <ul style="list-style-type: none">• A signed and notarized affidavit of multiple occupancy certificate form must be completed by the parent/guardian documenting the residency of the family.

CIRCLE ONE – The family we reside with:

<input type="checkbox"/> Owns Their Home (Complete Section 2)	<input type="checkbox"/> Rents (Complete Section 3)	<input type="checkbox"/> Resides in a Mobile Home (Complete Section 4)
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SECTION 2 – HOMEOWNER

Homeowner	Office	
_____	_____	1. Proof of Residency - Homeowners One of the following documents must be provided: (not needed if a renewal) <ul style="list-style-type: none">• <u>Original</u> deed signed by both parties in the guardian's name• Mortgage payment or booklet or mortgage statement that includes name, current address and contact information of the financial institution• Agreement of Sale, followed by <u>original</u> copy of settlement papers within 45 days of settlement• Current property tax bill in the homeowner's name

SECTION 2 – HOMEOWNER (continued)

Homeowner Office

- | | | |
|-------|-------|---|
| _____ | _____ | 2. Authorization Agreement for Additional Occupants - AOA Form 1 - MO (page 5) <ul style="list-style-type: none">• An Authorization Agreement for Additional Occupants notarized and signed by the homeowner granting permission for the additional occupants at the residence, under what circumstances and the expected duration. |
| _____ | _____ | 3. Affidavit For A Multiple Occupancy Certificate - AFF Form 2 - MO (page 6) <ul style="list-style-type: none">• A signed and notarized affidavit of multiple occupancy certificate form must be filled out documenting the residency of the family by the homeowner. |
| _____ | _____ | 4. Additional Proofs of Residency for Homeowner <p>Provide any TWO of the following: (each must contain your current MASD address)</p> <ul style="list-style-type: none">• Valid driver's license (or I.D. card) or change of address card with your current address• Current utility bill containing your current address• Valid vehicle owner's card with your current address (vehicle registration)• Pay check stub within 30 days with your current address• Tax bill (most recent) with your current address• Homeowner's insurance bill with your current address• Current welfare documentation• Letter from employer• Federal/State income tax return/W2 (current)• Current bank statement• Current voter registration card• Current health insurance documentation |

SECTION 3 – RENTER

Leasee/Renter Office

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Proof of Residency - Renter <ul style="list-style-type: none">• Current lease signed by both parties (landlord and renter) in the leasee's name, preferably with the child(ren) and additional household members added to lease |
| _____ | _____ | 2. Affidavit For Multiple Occupancy Certificate - AFF Form 2 - MO (page 6) <ul style="list-style-type: none">• A signed and notarized affidavit of multiple occupancy certificate form must be filled out documenting the residency of the family by the renter. |
| _____ | _____ | 3. Authorization Agreement for Additional Occupants - AOA Form 2 - MO (page 7) <ul style="list-style-type: none">• An Authorization Agreement for Additional Occupants notarized and signed by the landlord granting permission for the additional occupants at the residence, under what circumstances and the expected duration. |
| _____ | _____ | 4. Additional Proofs of Residency for Leasee/Renter <p>Provide any TWO of the following: (each must contain your current MASD address)</p> <ul style="list-style-type: none">• Valid driver's license (or I.D. card) or change of address card with your current address• Current utility bill containing your current address• Valid vehicle owner's card with your current address (vehicle registration)• Pay check stub within 30 days with your current address• Tax bill (most recent) with your current address• Renter's insurance bill with your current address• Current welfare documentation• Letter from employer• Federal/State income tax return/W2 (current)• Current bank statement• Current voter registration card• Current health insurance documentation |

SECTION 4 – MOBILE HOMES

Owner/Renter Office

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Proof of Residency - Mobile Homes (not needed if a renewal) <ul style="list-style-type: none">• Deed to mobile home and current tax bill or rental agreement (if not owned) |
| _____ | _____ | 2. Affidavit For a Multiple Occupancy Certificate - AFF Form 2 - MO (page 6) <ul style="list-style-type: none">• A signed and notarized affidavit of multiple occupancy certificate form must be filled out documenting the residency of the family by the mobile home owner/renter. |
| _____ | _____ | 3. Authorization Agreement for Additional Occupants - AOA Form 3 - MO (page 8) <ul style="list-style-type: none">• An Authorization Agreement for Additional Occupants notarized and signed by your landlord/mobile park manager (who you pay lot rent to) granting permission for the additional occupants at the residence, under what circumstances and the expected duration.
NOTE: The School District will verify this information with the landlord. |
| _____ | _____ | 4. Additional Proofs of Residency for Mobile Home Owners/Renters
Provide any TWO of the following: (each must contain your current MASD address) <ul style="list-style-type: none">• Valid driver's license (or I.D. card) or change of address card with your current address• Current utility bill containing your current address• Valid vehicle owner's card with your current address (vehicle registration)• Pay check stub within 30 days with your current address• Tax bill (most recent) with your current address• Homeowner's/Renter's insurance bill with your current address• Current welfare documentation• Letter from employer• Federal/State income tax return/W2 (current)• Current bank statement• Current voter registration card• Current health insurance documentation |

AFFIDAVIT FOR A MULTIPLE OCCUPANCY CERTIFICATE - **AFF FORM 1 - MO**

TO BE COMPLETED BY PARENT – EFFECTIVE ONE YEAR ONLY

Pennsylvania law states that a child shall be accorded free school privileges by the school district in which his/her parent(s) resides. Since you are applying for registration of your children within the **Middletown Area School District** and will reside with another family in a home, rental unit or mobile home in their name, please fill out this form. In addition, you are requested to provide the names of all individuals who will be moving into the District. An affidavit of the **OWNER or LESSEE** will be required attesting to your residency in the described home/apartment and appropriate proofs of residency will need to be attached/provided. In addition to this form, **YOU** must provide a copy of your Driver's License or State Identification Card with the current Middletown address and two other appropriate proofs of residency.

1. I, _____, certify that I am the parent/guardian of the child(ren) listed below, and we reside in the Middletown Area School District in a home/apartment that is owned or leased by a Middletown Area School District resident.

Name(s):

Grade:

_____	_____
_____	_____
_____	_____
_____	_____

2. I certify that my children and I reside in the Middletown Area School District at the following location: _____

in a property that is owned or leased by: _____

3. Is the reason for moving to this address due to loss of housing, economic hardship, fire or domestic reasons? ☐ YES ☐ NO

If none of the above reasons apply, list reason for occupancy: _____

4. Anticipated length of stay with District resident: _____

5. I assume responsibility for notifying the Middletown Area School District should any change in my residency status occur.

6. I understand that if any of the information on this application proves to be false, the Middletown Area School District has the right to reject this application or to remove the student(s) from the School District. I shall then be liable to reimburse MASD for the cost of educating all children enrolled pursuant to this Affidavit for all dates of improper enrollment in the School District, and any costs incurred for investigation, court costs or for collection of the tuition.

7. I have read the above conditions of this Affidavit, and I declare that the statements made herein are true and correct based on my personal knowledge. I understand that if this Affidavit is violated, the District may pursue civil and/or criminal proceedings against me.

8. I hereby grant the Middletown Area School District permission to investigate the information I have presented in this statement by discussing the presented information with all appropriate parties, as necessary to confirm the factual accuracy. This may include the Internal Revenue Service, Employer, Welfare Agency, Previous Landlord or current occupant of former address, Bureau of Motor Vehicles, U.S. Postal Services. Should it be determined that the facts are not true, either **NOW OR IN THE FUTURE**, I shall then be liable for fraudulent enrollment of students.

Signature of parent/guardian

Date

Phone

Per 24 P.S. §13-1302, a person who knowingly provides false information in the above statement for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction for such violation, be sentenced to pay a fine of no more than three hundred dollars (\$300) for the benefit of the school district in which the person resides or to perform up to two hundred forty (240) hours of community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district for an amount equal to the cost of tuition calculated in accordance with §2561 during the period of enrollment. **NOTE:** The tuition rate for the 2021/2022 school year is based on the 2020/2021 fiscal year. The actual rate certified will not be known until May 2022, so an adjustment would be made to correct any billings to the actual rate on the June tuition bill. Estimated tuition rates for 2021/2022 (using the certified tuition rate for 2020/2021) are: Elementary: \$11,326.49, Secondary: \$11,803.76.

THIS DOCUMENT MUST BE SIGNED IN FRONT OF AND NOTARIZED BY A NOTARY PUBLIC.

Sworn to and subscribed before me this _____ day of _____, 20____

Commonwealth of Pennsylvania, County of _____

Notary Public: _____

AUTHORIZATION AGREEMENT FOR ADDITIONAL OCCUPANTS - AOA Form 1 - MO

TO BE COMPLETED BY HOMEOWNER OF RECORD – EFFECTIVE ONE YEAR ONLY

If a child registering for the Middletown Area School District lives in a residence with members of another family, an **AFFIDAVIT FOR A MULTIPLE OCCUPANCY CERTIFICATE** must be filled out. In these cases, a homeowner may be asking the school district for permission to register a student(s) who are living in their home along with their parents. For safety and occupancy purposes, the school district would also like to verify that you are (as the legal owner) aware of the additional occupants and this is acceptable to you. Only the owner of record or his/her agent can grant permission for the parties to reside in a property, a lessee cannot. This document will serve as your permission and verification.

1. I, _____, owner of _____
(name of property owner or agent) (property address)
- do grant permission for the persons listed below to live at the above property with _____
(owner)
- under the following circumstances: _____
(permanent/temporary basis, etc.)
- The expected duration of their stay will be _____
(dates, if known)

Please list the names of all persons who are legally allowed to reside at the above address:

2. I have read the above information contained in this Affidavit, and I declare that the statements made herein are true and correct based upon my personal knowledge. All persons listed on this form have my authorization to reside at the above address either temporarily or permanently.
3. I hereby grant the Middletown Area School District permission to investigate the information I have presented in this statement by discussing the presented information with all appropriate parties, as necessary to confirm the factual accuracy. This may include the Internal Revenue Service, Employer, Welfare Agency, Previous Landlord or current occupant of former address, Bureau of Motor Vehicles, U.S. Postal Services.

If any changes occur in your residency or in the occupants, please contact Student Registration at registration@raiderweb.org or 717-948-3300, ext. 1013.

Signature of homeowner/lessee _____ Address _____ Phone _____

Per 24 P.S. §13-1302, a person who knowingly provides false information in the above statement for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction for such violation, be sentenced to pay a fine of no more than three hundred dollars (\$300) for the benefit of the school district in which the person resides or to perform up to two hundred forty (240) hours of community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district for an amount equal to the cost of tuition calculated in accordance with §2561 during the period of enrollment. **NOTE:** The tuition rate for the 2021/2022 school year is based on the 2020/2021 fiscal year. The actual rate certified will not be known until May 2022, so an adjustment would be made to correct any billings to the actual rate on the June tuition bill. Estimated tuition rates for 2021/2022 (using the certified tuition rate for 2020/2021) are: Elementary: \$11,326.49, Secondary: \$11,803.76.

THIS DOCUMENT MUST BE SIGNED IN FRONT OF AND NOTARIZED BY A NOTARY PUBLIC.

Sworn to and subscribed before me this _____ day of _____, 20____

Commonwealth of Pennsylvania, County of _____

Notary Public: _____

AFFIDAVIT FOR A MULTIPLE OCCUPANCY CERTIFICATE - **AFF Form 2 - MO**

TO BE COMPLETED BY HOMEOWNER OR RENTER OF THE PROPERTY – EFFECTIVE ONE YEAR ONLY

Your residence is claimed to be the residence of a family, which has neither a lease nor deed to establish proof of residence within the Middletown Area School District. This form is required for the parent/guardian to register children to attend MASD. In addition to this form, you must provide a copy of your Driver's License or State Identification Card and a copy of your lease or deed or real estate tax bill in addition to two other appropriate proofs of residency. If you are renting, you will need additional documentation from your landlord (AOA Form 2 – MO for rentals and AOA Form 3 – MO for Mobile Homes). Homeowners will need to fill out an authorization agreement for additional occupants (AOA Form 1 – MO).

1. I, _____, certify that I am the legal owner or lessor of the property located at: _____ in the Middletown Area School District.

2. Please check one: ☐ I own my home. ☐ I rent. ☐ I reside in a mobile home.

3. I certify that the following persons are living on a permanent basis at the above address with me (include your spouse and children, too):

Name:	Relationship to You:	School: (if applicable)	Grade: (if applicable)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. I assume responsibility for notifying the Middletown Area School District should any change in the above information occur, including their residence, name or relationship changes to me.

5. I am aware that the facts as stated above are subject to investigation and, should it be determined that the above is not a true statement of fact either **NOW OR IN THE FUTURE**, I shall then be liable to reimburse MASD for the cost of educating all children enrolled pursuant to this Affidavit for all dates of improper enrollment in the School District, and any costs incurred for investigation, court costs or for collection of the tuition.

6. I have read the above conditions of this Affidavit, and I declare that the statements made herein are true and correct based upon my personal knowledge. I understand that if this Affidavit is violated, the District may pursue civil and/or criminal proceedings against me.

7. I hereby grant the Middletown Area School District permission to investigate the information I have presented in this statement by discussing the presented information with all appropriate parties, as necessary to confirm the factual accuracy. This may include the Internal Revenue Service, Employer, Welfare Agency, Previous Landlord or current occupant of former address, Bureau of Motor Vehicles, U.S. Postal Services. Should it be determined that the facts are not true, either **NOW OR IN THE FUTURE**, I shall then be liable for fraudulent enrollment of students.

Signature of homeowner/lessee

Address

Phone

Per 24 P.S. §13-1302, a person who knowingly provides false information in the above statement for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction for such violation, be sentenced to pay a fine of no more than three hundred dollars (\$300) for the benefit of the school district in which the person resides or to perform up to two hundred forty (240) hours of community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district for an amount equal to the cost of tuition calculated in accordance with §2561 during the period of enrollment. **NOTE:** The tuition rate for the 2021/2022 school year is based on the 2020/2021 fiscal year. The actual rate certified will not be known until May 2022, so an adjustment would be made to correct any billings to the actual rate on the June tuition bill. Estimated tuition rates for 2021/2022 (using the certified tuition rate for 2020/2021) are: Elementary: \$11,326.49, Secondary: \$11,803.76.

THIS DOCUMENT MUST BE SIGNED IN FRONT OF AND NOTARIZED BY A NOTARY PUBLIC.

Sworn to and subscribed before me this _____ day of _____, 20____

Commonwealth of Pennsylvania, County of _____

Notary Public: _____

AUTHORIZATION AGREEMENT FOR ADDITIONAL OCCUPANTS - AOA Form 2 - MO

TO BE COMPLETED BY LANDLORD OF RECORD OR HIS/HER AGENT- EFFECTIVE ONE YEAR ONLY

If a child registering for the Middletown Area School District lives in a residence with members of another family, an **AFFIDAVIT FOR A MULTIPLE OCCUPANCY CERTIFICATE** must be submitted. In these cases, a renter may be asking the School District for permission to register a student(s) who are living in their rental unit along with their parents. For safety and occupancy purposes, the School District would also like to verify that you are (as the landlord of the property/or his or her agent) aware of the additional occupants and this is acceptable to you. Only the owner of record or his/her agent can grant permission for the parties to reside in a property, a lessee cannot. This document will serve as your permission and verification.

1. I, _____, owner of _____
(name of property owner or agent) (property address)

do grant permission for the persons listed below to live at the above property with _____
(lessee)

under the following circumstances: _____
(permanent/temporary basis etc)

The expected duration of their stay will be _____
(dates, if known)

Please list the names of all persons who are legally allowed to reside at the above address:

2. I have read the above information contained in this Affidavit, and I declare that the statements made herein are true and correct based upon my personal knowledge. All persons listed on this form have my authorization to reside at the above address either temporarily or permanently.
3. I hereby grant the Middletown Area School District permission to investigate the information I have presented in this statement by discussing the presented information with all appropriate parties, as necessary to confirm the factual accuracy. This may include the Internal Revenue Service, Employer, Welfare Agency, Previous Landlord or current occupant of former address, Bureau of Motor Vehicles, U.S. Postal Services.

If any changes occur in the leasing of this rental or the occupants, please contact Student Registration at registration@raiderweb.org or 717-948-3300, ext. 1013.

Signature of homeowner/lessee

Address

Phone

Per 24 P.S. §13-1302, a person who knowingly provides false information in the above statement for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction for such violation, be sentenced to pay a fine of no more than three hundred dollars (\$300) for the benefit of the school district in which the person resides or to perform up to two hundred forty (240) hours of community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district for an amount equal to the cost of tuition calculated in accordance with §2561 during the period of enrollment. **NOTE:** The tuition rate for the 2021/2022 school year is based on the 2020/2021 fiscal year. The actual rate certified will not be known until May 2022, so an adjustment would be made to correct any billings to the actual rate on the June tuition bill. Estimated tuition rates for 2021/2022 (using the certified tuition rate for 2020/2021) are: Elementary: \$11,326.49, Secondary: \$11,803.76.

THIS DOCUMENT MUST BE SIGNED IN FRONT OF AND NOTARIZED BY A NOTARY PUBLIC.

Sworn to and subscribed before me this _____ day of _____, 20 _____

Commonwealth of Pennsylvania, County of _____

Notary Public: _____

AUTHORIZATION AGREEMENT FOR ADDITIONAL OCCUPANTS - AOA Form 3 - MO

TO BE COMPLETED BY THE MOBILE HOME PARK MANAGER OR PROPERTY MANAGEMENT TEAM – EFFECTIVE ONE YEAR ONLY

If a child registering for the Middletown Area School District lives in a residence with members of another family, an **AFFIDAVIT FOR A MULTIPLE OCCUPANCY CERTIFICATE** must be submitted. In these cases, a family living in a mobile home park may be asking the School District for permission to register a student(s) who are living in their mobile home along with their parents. For safety and occupancy purposes, the School District will verify that the mobile home property management team is aware of the additional occupants and this is acceptable to you. Only you or your agent can grant permission for the parties to reside in a property even though the family may own the mobile home. This document will serve as your permission and verification for additional occupants to reside in the property.

1. I, _____, owner of _____
(name of property owner or agent) (property address)

do grant permission for the persons listed below to live at the above property with _____
(lessee)

under the following circumstances: _____
(permanent/temporary basis etc)

The expected duration of their stay will be _____
(dates, if known)

Please list the names of all persons who are legally allowed to reside at the above address:

2. I have read the above information contained in this Affidavit, and I declare that the statements made herein are true and correct based upon my personal knowledge. All persons listed on this form have my authorization to reside at the above address either temporarily or permanently.
3. I hereby grant the Middletown Area School District permission to investigate the information I have presented in this statement by discussing the presented information with all appropriate parties, as necessary to confirm the factual accuracy. This may include the Internal Revenue Service, employer, welfare agency, previous landlord or current occupant of former address, Bureau of Motor Vehicles, U.S. Postal Services.

If any changes occur in the leasing of this rental or the occupants, please contact Student Registration at registration@raiderweb.org or 717-948-3300, ext. 1013.

Signature of homeowner/lessee

Address

Phone

Per 24 P.S. §13-1302, a person who knowingly provides false information in the above statement for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction for such violation, be sentenced to pay a fine of no more than three hundred dollars (\$300) for the benefit of the school district in which the person resides or to perform up to two hundred forty (240) hours of community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district for an amount equal to the cost of tuition calculated in accordance with §2561 during the period of enrollment. **NOTE:** The tuition rate for the 2021/2022 school year is based on the 2020/2021 fiscal year. The actual rate certified will not be known until May 2022, so an adjustment would be made to correct any billings to the actual rate on the June tuition bill. Estimated tuition rates for 2021/2022 (using the certified tuition rate for 2020/2021) are: Elementary: \$11,326.49, Secondary: \$11,803.76.

THIS DOCUMENT MUST BE SIGNED IN FRONT OF AND NOTARIZED BY A NOTARY PUBLIC.

Sworn to and subscribed before me this _____ day of _____, 20____

Commonwealth of Pennsylvania, County of _____

Notary Public: _____

AFFIDAVIT FOR REPORTING HOUSING ASSIGNMENT CHANGES - AFF - HC - MO

Part I:

I understand that if the housing circumstances on the Multiple Occupancy form change at any point in the school year, it is my obligation to make the District aware of those changes **IMMEDIATELY**.

Part II:

By signing below, I swear I will notify the Middletown Area School District **DIRECTLY** of any changes in my residency status or the students living in my home immediately. If I fail to report a change in residency and the District becomes aware, the students will be dropped from the rolls.

Signature of District Resident

Date

Signature of Parent

Date