

# Residency

## I need to report a change in my residence.

\*\*\* Verifications must be provided within 10 days of reporting change. \*\*\*

### 1.) Please complete:

|                    |                           |
|--------------------|---------------------------|
| Old address _____  | Current House Phone _____ |
| New Address _____  | Cell Phone _____          |
| Date of Move _____ | Message Phone _____       |

### 2.) Select Residency type & verification you will provide:

- Renter** - provide verification of move by submitting one of the following:
  - New lease agreement**  
Please provide your new lease agreement stating start date, monthly rent amount, utility responsibility & list residents (cannot include late fees, pet fees, security deposit, extra charges for garage, barn etc) to us within 10 days.
  - Residency Form**  
Please have your landlord complete this form and return it to us within 10 days. Must provide rent receipt or utility bill in name of person
  
- Residing with Family or Friends** - provide verification of move by submitting one of the following:
  - Residency Verification Form**  
Print Residency Verification Form and have the person you are living with or paying rent to complete this form and return it to us within 10 days.
  - Residency Statement**  
Written statement from person with whom you are residing must be returned to us within 10 days and include:
    - Move in date
    - Rent/utility responsibility (if any),
    - Copy of rent receipt or utility bill in name of person with whom you are residing
    - List of people residing in household
    - Statement as to purchasing/preparing meals together or separate
  
- Property Owner** - provide verification of move by submitting:
  - Mortgage Statement**
    - Escrow Payment** – Provide mortgage payment (real estate taxes & home owners insurance (dwelling structure only) included in mortgage payment within 10 days.
    - Self-paid** – Provide copies of current mortgage payment, real estate taxes & home owners insurance (dwelling structure only) within 10 days.