

PUTNAM VALLEY CENTRAL SCHOOL DISTRICT
171 Oscawana Lake Road
Putnam Valley, NY 10579

Change of Address Procedure

In order to change your address with the District, you must supply:

- A new, updated Statement of Legal Residency affidavit (notarized)
- AND**
- An updated Residency Questionnaire

In addition, please supply the following documents reflecting the new address:

For Homeowners: **You must present three (3) documents, as follows:**

- Original deed, Property or School tax bill, Mortgage statement
- AND**

Two (2) of the following current documents (dated within the last month) in the Homeowner's name:

- Property Insurance Certificate
- Utility bill (recent bill within the last month. These include gas/electric, oil, telephone, and cable/satellite)

For Renters: **You must present three (3) documents, as follows:**

- A valid and fully executed lease for the rental unit, which includes the landlord's address and telephone number and the rental property address.

OR

- A Completed, Signed and Notarized Affidavit of Property Owner/Landlord

AND

Two (2) of the following current documents (dated within the last month) in the Renter's name:

- Utility bill (recent bill within the last month. These include gas/electric, oil, telephone, and cable/satellite)
- Property Insurance Certificate
- Section 8 or Municipal Housing Statement

Please supply this information within two weeks of your move.

If you have any further questions, or comments, please do not hesitate to contact the Pupil Personnel Office at 845-528-8130 Ext. 1317.