



Parent or Legal Guardian of Child Does NOT Own Home

First required document to email to residency@spartanburg4.org

1. Go to www.spartanburgcounty.org
2. Click on **Departments**
3. Click on **Assessor**
4. Click **Search Our Records**
5. Click **I agree** at bottom of page
6. **Enter information and find home where Parent/Legal Guardian live**
7. **Print, take a picture, or save as a PDF** making sure the Summary and Owner(s) sections are clearly visible

Second required document to email to residency@spartanburg4.org

1. Rental or Lease agreement that must include the Parent or Legal Guardian's name, the children's names, and have a signature from the owner of the home or leasing/rental agency. **OR**
2. If a Rental or Lease agreement is not available, please complete the **Affidavit of Residence** for Spartanburg Four.

Third required document to email to residency@spartanburg4.org

Take a picture of a current bill (within 30 days) or government document **OR scan** a current bill (within 30 days) or government document with name of parent/legal guardian and matching address to first required document.

ACCEPTABLE DOCUMENTS for third requirement:

Voter registration card	Power Bill	Water Bill
Passport	Motor Vehicle Registration	Insurance Statement
Current Pay Stub or Bank Statement with only names and address		Property Tax Receipt

DO NOT PROVIDE PERSONAL INFORMATION WITH SOCIAL SECURITY NUMBER OR BALANCES ON ACCOUNTS. We just need names and addresses.

In addition to the THREE documents, please list the children who live in the home, the school they will attend for the 2022-2023 school year, the date of birth for each child, and the parent or legal guardian.

<u>Example: Name of Student</u>	<u>School for 2022-2023</u>	<u>DOB</u>	<u>Parent/Guardian</u>
John Doe	WHS	2/9/08	Frank and Sue Doe
Sally Doe	WES	2/9/16	Frank and Sue Doe
Betty Smith	WPS	2/6/19	Frank Doe and Amy Smith