

APPLICATION FOR PROPERTY TAX EXEMPTION INSTRUCTIONS

DO NOT COMPLETE THIS APPLICATION IF YOU DO NOT RESIDE ON THIS PROPERTY

HOMESTEAD TAX EXEMPTIONS ARE NOT TRANSFERABLE. If you had a Homestead Tax Exemption on your prior property, you must file a new Homestead Tax Exemption application for your new property.

If listed on the application, you **must provide copies** of the following items **for each applicant**:

1. Florida Driver's license or Florida ID for each applicant.
2. Florida vehicle registration for each applicant (if you drive)
3. Palm Beach County voter's registration card (if you vote)
4. Front and back of Permanent Alien Card (if you are not a U.S. Citizen)

Please verify the pre-printed information on the attached exemption application.

HOW TO COMPLETE THE EXEMPTION APPLICATION **PLEASE PRINT**

The following information must be provided in order to process your Homestead tax Exemption Application.

1. If there is more than one owner and they are applying for homestead, please list their name in the co-applicant field
2. Please list a day time phone number where you may be reached.
3. Check the appropriate box indicating your marital status.
4. Please indicate if you or your spouse is currently receiving a residency based exemption in another county, state or Country. If YES, please indicate where. In lieu of a pending permanent resident alien card, we will accept Federal form I485, "Approval Notice for application to adjust to permanent resident status."
5. List your last year's address and whether you "Owned", "Rented", or "Other"
6. Indicate whether you or your spouse own property anywhere other than Florida. If YES, Where?
7. Indicate whether you or your spouse retain an out of state driver license. If YES, where?
8. Indicate whether you filed for any residency based exemptions last year
9. List your email address
Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.
10. List the address of each owner not residing on property
11. List the date each applicant became a permanent resident of Florida. **(Required)**
12. List the date each applicant moved into this new home. **(Required)**
13. List Florida driver's license number(s) or Florida ID and dates they were issued for all applicants. (Required)
("Valid in Florida Only" licenses are for nonresidents and do not qualify as proof of Florida Residency).
14. List Florida vehicle registration tag number and date of issue for vehicle of each applicant.
15. If registered to vote, provide Palm Beach County Voter Registration number and date of registration for each applicant.
16. If you are a U.S. Citizen, please note "USC" in the box. If not a U.S. Citizen(s), provide Immigration number(s) for each applicant. **A copy of your permanent alien card (front & back) must be attached.** In lieu of a pending permanent resident alien card, we will accept Federal form I485, "Approval Notice for application to adjust to permanent resident status."
17. Declaration of Domicile is for applicants who do not hold a Driver's License, State ID, or Voter Registration in any state. Please call our office for further instructions if this applies to you.
18. List the date of birth for each owner regardless of filing status.
19. List current employer for each applicant.
20. List the complete address from where each applicant filed their last IRS tax return.
21. **List the social security number(s) for each applicant and their spouse regardless of filing status.**
22. **All applicants applying for Homestead Exemption must sign and date this application.**

For verification purposes, all future mail regarding your property will be sent to the property location address.

If you believe you qualify for any of the additional exemptions listed on the back of this page,
please contact our nearest Service Center

DO NOT DELAY – MAIL YOUR COMPLETED APPLICATION TODAY!

AD VALOREM TAX EXEMPTION APPLICATION

DO NOT COMPLETE THIS APPLICATION IF YOU DO NOT RESIDE ON THIS PROPERTY

If you are a **permanent resident of Florida** and this property will be your **primary residence as of January 1, 2009**, you should complete this application for property tax exemption **NOW** to pre-file for your **2009 Homestead Tax Exemption**. A qualified Homestead Tax Exemption may entitle you to up to a \$50,000 reduction in your assessed value and save you hundreds of dollars in annual property taxes. In addition, you will become eligible for further savings from the annual property assessment cap which limits annual assessment increases to no more than 3%.

If your submission of the Application for Property Tax Exemption is complete, including all required documentation, you will be mailed a receipt.

If your submission of the Application for Property Tax Exemption is incomplete or lacking any required documentation, your application will be placed on "HOLD" and you will be mailed a request for the missing information.

If your application is denied due to ineligibility, you will receive a denial notice on July 1 of the tax year for which you applied. You will have 30 days to file a petition for a hearing before a Special Magistrate.

ADDITIONAL AD VALOREM TAX EXEMPTIONS ARE AVAILABLE FOR THE FOLLOWING:

WIDOW/WIDOWER:	Death Certificate Required
DISABILITY:	Medical Documentation Required
BLIND PERSON:	Medical Documentation Required
TOTAL AND PERMANENT DISABILITY: QUADRIPLAGIC, HEMIPLEGIC, PARAPLEGIC	Medical Documentation Required
SERVICE CONNECTED TOTAL AND PERMANENT DISABILITY:	Federal Government Medical Documentation Required
DISABLED VETERANS CONFINED TO A WHEELCHAIR:	Federal Government Medical Documentation Required
TOTAL AND PERMANENT DISABILITY:	Medical and Income Documentation Required
ADDITIONAL HOMESTEAD EXEMPTION FOR PERSONS AGE 65 AND OVER:	Income Documentation Required

If you believe you qualify for any of the above additional exemptions, you should contact an Exemption Services Representative at any of the Service Center locations listed below.

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Governmental Center - First Floor
Exemption Services Department
301 North Olive Avenue
West Palm Beach, Florida 33401
(561)355-2866 Fax: (561)355-4416

West County Service Center
2976 State Road 15
Belle Glade, FL 33430
TEL: (561) 996-4890
FAX: (561) 996-1661

North County Service Center
3188 PGA Blvd., Rm. 2301
Palm Beach Gardens, FL 33410
TEL: (561) 624-6521
FAX: (561) 624-6565

Mid-Western Service Center
200 Civic Center Way, Ste. 200
Royal Palm Beach, FL 33411
TEL: (561) 784-1220
FAX: (561) 784-1241

South County Service Center
501 S. Congress Ave., Ste. 150
Delray Beach, FL 33445
TEL: (561) 276-1250
FAX: (561) 276-1278