Instructions for Filing Your Application for Exemptions by Mail

Application Instructions

You may complete and mail the enclosed application, file in person, or link, and use the user login and password provided in the enclosed letter. The deadline to file is March 1. If you have questions, please contact Customer Service at (407) 836-5044.

Required Documentation

When filing by mail, please submit copies of the following items:
If you drive, Florida Driver License or non-drivers, a Florida identification card and one of the following:

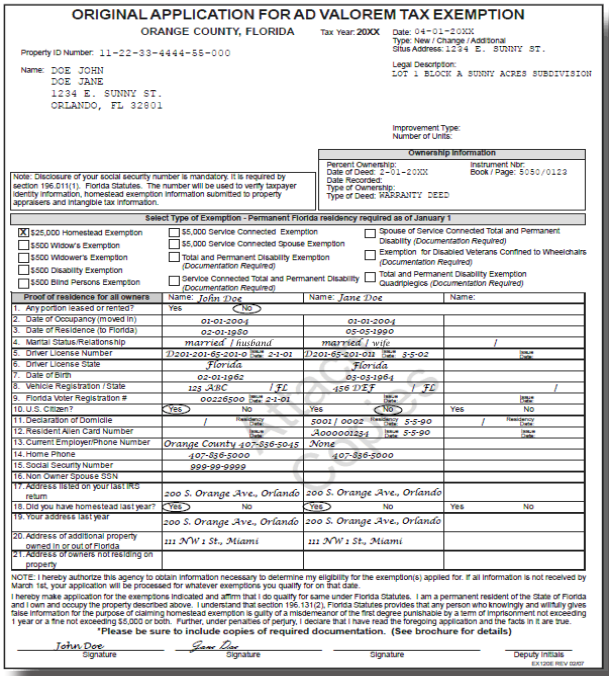
- Florida Vehicle Registration
- Florida Voter Registration
- Recorded Orange County Declaration of Domicile (obtained from the Comptroller's Office)

Note: The Declaration of Domicile is only required if you do not have a vehicle or voter registration.

Social Security Number:
Required for all residing owners and their spouses (even if the spouse does not own or reside on the property).

Property held in trust:
A copy of the trust agreement must be submitted.

Permanent Residence Card (Green Card):
A copy of the front and back is required for all applicants that are not United States citizens.



ORIGINAL APPLICATION FOR AD VALOREM TAX EXEMPTION
ORANGE COUNTY, FLORIDA
Tax Year: 20XX
Date: 04-01-20XX
Type: New / Change / Additional
Situs Address: 1234 E. SUNNY ST.
Property ID Number: 11-22-33-4444-55-000
Name: DOE JOHN
DOE JANE
1234 E. SUNNY ST.
ORLANDO, FL 32801
Legal Description: LOT 1 BLOCK A SUNNY ACRES SUBDIVISION
Improvement Type:
Number of Units:
Ownership Information
Percent Ownership:
Date of Deed: 2-01-20XX
Date Recorded:
Type of Ownership:
Type of Deed: WARRANTY DEED
Instrument Nbr:
Book / Page: 5050/0123
Note: Disclosure of your social security number is mandatory. It is required by section 196.011(1), Florida Statutes. The number will be used to verify taxpayer identity information, homestead exemption information submitted to property appraisers and intangible tax information.
Select Type of Exemption - Permanent Florida residency required as of January 1
[X] $25,000 Homestead Exemption
[ ] $500 Widow's Exemption
[ ] $500 Widower's Exemption
[ ] $500 Disability Exemption
[ ] $500 Blind Persons Exemption
[ ] $5,000 Service Connected Exemption
[ ] $5,000 Service Connected Spouse Exemption
[ ] Total and Permanent Disability Exemption (Documentation Required)
[ ] Service Connected Total and Permanent Disability (Documentation Required)
[ ] Spouse of Service Connected Total and Permanent Disability (Documentation Required)
[ ] Exemption for Disabled Veterans Confined to Wheelchairs (Documentation Required)
[ ] Total and Permanent Disability Exemption Quadriplegics (Documentation Required)

Proof of residence for all owners	Name: John Doe	Name: Jane Doe	Name:
1. Any portion leased or rented?	Yes (No)		
2. Date of Occupancy (moved in)	01-01-2004	01-01-2004	
3. Date of Residence (to Florida)	02-01-1980	05-05-1990	
4. Marital Status/Relationship	married / husband	married / wife	/
5. Driver License Number	D201-201-65-201-0 Issue Date 2-1-01	D201-65-201-031 Issue Date 5-5-02	Issue Date
6. Driver License State	Florida	Florida	
7. Date of Birth	02-01-1962	03-03-1964	
8. Vehicle Registration / State	123 ABC / FL	456 DEF / FL	/
9. Florida Voter Registration #	00226500 Issue Date 2-1-01	Issue Date	Issue Date
10. U.S. Citizen?	(Yes) No	Yes (No)	Yes No
11. Declaration of Domicile	/ Residency Date	5001 / 0002 Residency Date 5-5-90	/ Residency Date
12. Resident Alien Card Number	Issue Date	A000001234 Issue Date 5-5-90	Issue Date
13. Current Employer/Phone Number	Orange County 407-836-5045	None	
14. Home Phone	407-836-5000	407-836-5000	
15. Social Security Number	999-99-9999		
16. Non Owner Spouse SSN			
17. Address listed on your last IRS return	200 S. Orange Ave., Orlando	200 S. Orange Ave., Orlando	
18. Did you have homestead last year?	(Yes) No	(Yes) No	Yes No
19. Your address last year	200 S. Orange Ave., Orlando	200 S. Orange Ave., Orlando	
20. Address of additional property owned in or out of Florida	111 NW 1 St., Miami	111 NW 1 St., Miami	
21. Address of owners not residing on property			

NOTE: I hereby authorize this agency to obtain information necessary to determine my eligibility for the exemption(s) applied for. If all information is not received by March 1st, your application will be processed for whatever exemptions you qualify for on that date.
I hereby make application for the exemptions indicated and affirm that I do qualify for same under Florida Statutes. I am a permanent resident of the State of Florida and I own and occupy the property described above. I understand that section 196.131(2), Florida Statutes provides that any person who knowingly and willfully gives false information for the purpose of claiming homestead exemption is guilty of a misdemeanor of the first degree punishable by a term of imprisonment not exceeding 1 year or a fine not exceeding $5,000 or both. Further, under penalties of perjury, I declare that I have read the foregoing application and the facts in it are true.
*Please be sure to include copies of required documentation. (See brochure for details)
John Doe Signature | Jane Doe Signature | Signature | Deputy Initials
EX1206 REV 02/07

Sample Copy

IF you had homestead exemption on another property located within Florida, complete the DR501T and submit along with this application.

Completing the Application

VERIFY INFORMATION- Review the preprinted information on top of the application for accuracy.
SELECT TYPE OF EXEMPTION- Select all exemptions for which you are applying.
PROOF OF RESIDENCE FOR ALL OWNERS- This section must be completed by every owner. Owners not residing on the property must submit only their address. Write each owner(s) name and complete the following:

1. Any portion leased or rented – additional structures or duplexes.
2. Date of Occupancy – date you moved into this property.
3. Date of Residence – date you last became a Florida resident.
4. Marital Status/Relationship – marital status (married, single, widow/widower, divorced, separated) / relationship (husband, wife or other)
5. Driver License Number - number and issue date of your license or ID card (must attach a copy).
6. Driver License State – the state your driver license was issued.
7. Date of Birth – date you were born.
8. Vehicle Registration/State – the license plate tag number or the title VIN number and the state your vehicle is registered in (must attach a copy, if applicable).
9. Florida Voter Registration # – the number off your voter registration card and the issue date
10. U.S. Citizen - circle Yes or No.
11. Declaration of Domicile – the record book and page number where the affidavit is recorded in the county records (must attach a copy, if applicable).
12. Resident Alien Card Number – the number on your Permanent Residence Card and the date it was issued (must attach a copy, if applicable).
13. Current Employer/Phone Number – your current employer and telephone number.
14. Home Phone – your home phone number, including area code.
15. Social Security Number – your number.
16. Non Owner Spouse SSN – your spouse's social security number even if your spouse is not on the title or does not reside on the property.
17. Address listed on your last IRS return – list the address you used when you filed your last income tax return.
18. Did you have homestead last year – circle Yes or No. If yes and homestead was on a different property please complete the enclosed DR501T application, 'Transfer of Homestead Assessment Difference'.
19. Your address last year - if #18 is yes, the address where you lived or had a homestead exemption prior to moving into this home.
20. Address of additional property owned in or out of Florida – list the address of any other prop erty you own.
21. Address of owners not residing on property – the address of each property owner not applying for the exemption.

RICK SINGH
200 S. Orange Ave. • Suite 1700 • Orlando, FL 32801 • (407) 836-5044
• Visit our website at www.ocpafl.org for more information •

ORIGINAL APPLICATION FOR AD VALOREM TAX EXEMPTION

ORANGE COUNTY, FLORIDA

Tax Year: **2013**

Date: 01/25/2013
Type New / Change / Additional
Situs Address:

Property ID Number:

Name:

Legal Description:

Improvement Type:
Number of Units:

Ownership Information	
Percent Ownership:	Instrument Nbr:
Date of Deed:	Book / Page:
Date Recorded:	
Type of Ownership:	
Type of Deed:	

Note: Disclosure of your social security number is mandatory. It is required by section 196.011(1). Florida Statutes. The number will be used to verify taxpayer identity information, homestead exemption information submitted to property appraisers and intangible tax information.

Select Type of Exemption - Permanent Florida residency required as of January 1

- ☐ $25,000 Homestead Exemption
- ☐ $500 Widow's Exemption
- ☐ $500 Widower's Exemption
- ☐ $500 Disability Exemption
- ☐ $500 Blind Persons Exemption
- ☐ $5,000 Service Connected Exemption
- ☐ $5,000 Service Connected Spouse Exemption
- ☐ Total and Permanent Disability Exemption *(Documentation Required)*
- ☐ Service Connected Total and Permanent Disability *(Documentation Required)*
- ☐ Spouse of Service Connected Total and Permanent Disability/First Responder *(Documentation Required)*
- ☐ Exemption for Disabled Veterans Confined to Wheelchairs *(Documentation Required)*
- ☐ Total and Permanent Disability Exemption Quadriplegics *(Documentation Required)*

Proof of residence for all owners	Name:	Name:	Name:
1. Any portion leased or rented?	Yes ☐ No ☐		
2. Date of Occupancy (moved in)			
3. Date of Residence (to Florida)			
4. Marital Status/Relationship	Single / Other	Not Applicable / Other	Not Applicabl / Other
5. Driver License Number	Issue Date:	Issue Date:	Issue Date:
6. Driver License State			
7. Date of Birth			
8. Vehicle Registration / State	/	/	/
9. Florida Voter Registration #	Issue Date:	Issue Date:	Issue Date:
10. U.S. Citizen?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
11. Declaration of Domicile	/ Residency Date:	/ Residency Date:	/ Residency Date:
12. Resident Alien Card Number	Issue Date:	Issue Date:	Issue Date:
13. Current Employer/Phone Number			
14. Home Phone			
15. Social Security Number			
16. Non Owner Spouse SSN			
17. Address listed on your last IRS return			
18. Did you have homestead last year?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
19. Your address last year			
20. Address of additional property owned in or out of Florida			
21. Address of owners not residing on property			

Attach Copies

NOTE: I hereby authorize this agency to obtain information necessary to determine my eligibility for the exemption(s) applied for. If all information is not received by March 1st, your application will be processed for whatever exemptions you qualify for on that date.

I hereby make application for the exemptions indicated and affirm that I do qualify for same under Florida Statutes. I am a permanent resident of the State of Florida and I own and occupy the property described above. I understand that section 196.131(2), Florida Statutes provides that any person who knowingly and willfully gives false information for the purpose of claiming homestead exemption is guilty of a misdemeanor of the first degree punishable by a term of imprisonment not exceeding 1 year or a fine not exceeding $5,000 or both. Further, under penalties of perjury, I declare that I have read the foregoing application and the facts in it are true.

***Please be sure to include copies of required documentation. (See brochure for details)**

Signature	Signature	Signature	Deputy Initials

This application must be filed with the Property Appraiser on or before March 1st.

The information contained in this application will be provided to the Department of Revenue and the Department and/or the property appraisers are authorized to provide this information to any state in which the applicant has previously resided, pursuant to 196.121, Florida Statutes. Social Security numbers will remain confidential pursuant to sections 193.114(6) and 193.074, Florida Statutes.

Notice: A tax lien can be imposed on your property pursuant to 196.161, Florida Statutes.

Section 196.161 (1) provides:

(1) (a) When the estate of any person is being probated or administered in another state under an allegation that such person was a resident of that state and the estate of such person contains real property situate in this state upon which homestead exemption has been allowed pursuant to s. 196.031 for any year or years within 10 years immediately prior to the death of the deceased, then within 3 years after the death of such person the property appraiser of the county where the real property is located shall, upon knowledge of such fact, record a notice of tax lien against the property among the public records of that county, and the property shall be subject to the payment of all taxes exempt thereunder, a penalty of 50 percent of the unpaid taxes for each year, plus 15 percent interest per year, unless the circuit court having jurisdiction over the ancillary administration in this state, determines that the decedent was a permanent resident of this state during the year or years an exemption was allowed, whereupon the lien shall not be filed or, if filed, shall be canceled of record by the property appraiser of the county where the real estate is located. (b) In addition, upon determination by the property appraiser that for any year or years within the prior 10 years a person who was not entitled to a homestead exemption was granted a homestead exemption from ad valorem taxes, it shall be the duty of the property appraiser making such determination to serve upon the owner a notice of intent to record in the public records of the county a notice of tax lien against any property owned by that person in the county, and such property shall be identified in the notice of tax lien. Such property, which is situated in this state, shall be subject to the taxes exempted thereby, plus a penalty of 50 percent of the unpaid taxes for each year and 15 percent interest per annum. However, if a homestead exemption is improperly granted as a result of a clerical mistake or omission by the property appraiser, the person improperly receiving the exemption shall not be assessed penalty and interest. Before any such lien may be filed, the owner so notified must be given 30 days to pay the taxes, penalties and interest.