

## Required Documentation For Homestead Exemption Application

All applications submitted, must include copies of the following required documentation (Proofs of Residency) for all owners who apply:

- Your recorded deed or tax bill
- Florida Drivers License or Identification Card. Will need to provide ID# and issue date. Must reflect the permanent residence address.
- Vehicle Registration. Will need to provide tag # and issue date. Must reflect the permanent residence address.
- Permanent Resident Alien Card. Will need to provide ID# and issue date. A legible copy will also be required to be submitted to the office.
- In addition to the proof of Florida residency, you must be residing on the property as your primary residence as of January 1st. Social Security numbers are required for all owners and their spouses making application, even if the spouse does not own and/or reside on the property, per Florida Statute.

## Receipt of Application

You will receive a receipt by mail as proof that your exemption application was received and processed within 45 days of filing. If you wish to confirm the status of your application, you may view your property record utilizing the Property Search function. See the Taxable Values and Exemptions section.

## When is a Home Considered Your Florida Homestead?

First of all, when will a home located in Florida be considered your homestead that qualifies for all of the protections and restrictions offered by the Florida homestead laws? In order to qualify as your Florida homestead, you and your home must meet three criteria:

- You must have legal or beneficial title to the home on January 1.
- You must reside at the home as your permanent residence.
- You must apply for the homestead exemption in person at the property appraiser's office in the county where your home is located between January 1 and March 1 of the year in which you are seeking the homestead exemption. Once your property receives homestead status, this status will generally stay in place until you inform the property appraiser's office that the property is no longer your Florida homestead. Some counties will send out a letter or postcard reminding you that you are required to let the property appraiser's office know when a home is no longer your homestead.

## What Are The Residency Factors Determining If A Person Is A Permanent Resident?

Our legislature has defined a number of relevant factors which determine whether a person is a permanent resident of Florida. These are stated in the Florida Statute 196.015, and are used by our office when determining the intent of someone claiming permanent residency and their eligibility for a Homestead Exemption.

- A valid Florida driver's license or a valid Florida identification card and evidence of relinquishment of driver's licenses from any other states. A Florida Only driver's license is not acceptable.
- Issuance of a Florida license tag on any motor vehicle owned by the applicant.
- Proof of voter registration in this state with the voter information card address of the applicant, or other official correspondence from the supervisor of elections providing proof of voter registration, matching the address of the physical location where the exemption is being sought. (If you are a Permanent Resident and not a U.S. Citizen, you will need to show your Green Card.)
- A formal declaration of domicile by the applicant recorded in the public records of the county in which the exemption is being sought.
- Evidence of the location where the applicant's dependent children are registered for school.
- The place of employment of the applicant.
- The previous permanent residency by the applicant in a state other than Florida or in another country and the date non-Florida residency was terminated.
- The address as listed on federal income tax returns filed by the applicant.
- The location where the applicant's bank statements and checking accounts are registered.
- Proof of payment for utilities at the property for which permanent residency is being claimed.