



# OFFICE OF THE CLAY COUNTY PROPERTY APPRAISER

Tracy Scott Drake, CFA, CAE, ASA, RES, AAS  
State-Certified General Real Estate Appraiser RZ2759

## PRESS RELEASE

**Date:** March 3, 2024  
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### LATE-FILED APPLICATIONS FOR PROPERTY TAX EXEMPTIONS

Clay County Property Appraiser, Tracy Scott Drake, announces to the citizens of Clay County that the statutory deadline to timely apply for property tax exemptions for the 2024 tax year was **Friday, March 1, 2024**.

**Qualified applicants who failed to apply timely may still file an application with the Property Appraiser on or before the 25<sup>th</sup> day following the mailing of the Notice of Proposed Property Taxes, which typically occurs in mid-August.** However, applicants must demonstrate extenuating circumstances as to why the application was not filed in a timely manner, pursuant to s. 196.011, Florida Statutes. Applications, a Late-Filed Explanation form, and filing instructions are available at <https://ccpao.com> (downloadable forms).

Homestead exemption applicants must have legal or equitable title to the property as of **January 1, 2024**. Applicants must also provide at least two documents to establish proof of permanent residency (i.e., updated driver's license or identification card, voter registration card, vehicle registration, utility bill, etc.); and the social security number of all applicants (including spouses) is required. Applicants who are not U.S. citizens must provide a copy of their permanent resident (green) card. Applicants without permanent residence status should contact our office for eligibility details. Mobile home owners should also bring the title(s) or registration(s) to the mobile home.

Applications may be filed in-person anytime during business hours at the main office in Green Cove Springs (located on the 2<sup>nd</sup> floor of the Administration Building) and at the branch office in Orange Park (located inside the Tax Collector's Office at 1518 Park Avenue), or on the first Tuesday of the month at the Tax Collector's Keystone Heights branch office located at 7380 State Road 100. Also, applications may be filed by email to [exemptiononline@ccpao.com](mailto:exemptiononline@ccpao.com) or by mail to P.O. Box 38, Green Cove Springs, FL 32043.

Timely applications will be processed by July 1. Once a homestead exemption application is processed, it will display on the office's website, and all exemptions will be displayed on the Notice of Proposed Property Tax form.

Florida law provides for a number of ad valorem property tax exemptions, classifications and assessment reductions which will reduce the taxable value of property. The property owner must qualify as of January 1 of the current assessment year. For more information, visit [www.ccpao.com](http://www.ccpao.com), or contact our office at (904) 278-6305, ext. 1 to speak with an Exemptions Specialist.

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#### Main Office

County Administration Building  
477 Houston Street, 2<sup>nd</sup> Floor  
Green Cove Springs, FL 32043  
Telephone: (904) 269/284-6305  
[www.ccpao.com](http://www.ccpao.com)

#### Branch Office

Park Central Plaza  
1518 Park Avenue  
Orange Park, FL 32073  
Telephone: (904) 541-5332  
[www.facebook.com/ccpaofl](http://www.facebook.com/ccpaofl)