



**OFFICE OF THE
CLAY COUNTY PROPERTY APPRAISER**
Honorable Tracy S. Drake, CFA, CAE, ASA, RES, AAS
State-Certified General Real Estate Appraiser RZ2759

REQUEST FOR GROUPING OR SEPARATION OF REAL PROPERTY

PARCEL ID NUMBER(S) (PIN): _____ DATE REQUESTED: _____

_____ TAX YEAR: _____

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

OWNER'S SIGNATURE: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION

SEPARATE PROPERTY

- SURVEY OR NEW LEGAL DESCRIPTION MUST BE PROVIDED.

GROUP PROPERTY

1) TAXES MUST BE CURRENT BEFORE PARCELS CAN BE SEPARATED OR GROUPED. FOR QUESTIONS REGARDING YOUR TAX BILL CALL (904) 268-6320.

2) TO GROUP PARCELS THEY MUST BE TITLED IN THE SAME NAME(S), MUST BE IN THE SAME JURISDICTIONAL BOUNDARY AND MUST BE CONTIGUOUS.

3) BEFORE YOU SEPARATE OR GROUP YOUR PARCELS PLEASE CHECK WITH YOUR MORTGAGE COMPANY AND THE ZONING DEPARTMENT TO DETERMINE IF THIS MERGE OR SPLIT WILL ADVERSELY AFFECT WHAT YOU CAN DO WITH THE PROPERTY IN THE FUTURE.

• IS TITLE (OWNERSHIP) THE SAME FOR EACH PARCEL? YES NO
WE CANNOT GROUP PARCELS, IF TITLE DOES NOT MATCH.

• ARE REAL ESTATE TAXES CURRENT ? YES NO
WE WILL NOT GROUP OR SEPARATE PARCELS , IF TAXES ARE DELINQUENT. (FLORIDA STATUTE 197.192)

• ARE TAXES PAID BY A MORTGAGE COMPANY? YES NO
IF THE PROPERTY IS ENCUMBERED BY A MORTGAGE, IT IS THE OWNERS RESPONSIBILITY TO SEEK PRIOR APPROVAL FROM THE MORTGAGE COMPANY FOR ANY CHANGES TO THE PROPERTY INVOLVING A SEPARATION OR GROUPING.

I / WE UNDERSTAND THAT GROUPING OR SEPARATING OF PROPERTY MAY INCREASE TAXES BY AFFECTING EXISTING CAPPED VALUES. IF YOU CHOOSE TO REVERSE THE PROCESS AT A FUTURE DATE, THE CAP MAY NOT BE RESTORED TO ITS FORMER LEVEL.

BY SIGNING THIS DOCUMENT I (WE) UNDERSTAND THAT THE CLAY COUNTY PROPERTY APPRAISER'S OFFICE HAS MADE NO REPRESENTATIONS TO THE APPLICANT REGARDING THE CONSEQUENCES OF A GROUPING OR SEPARATION. I (WE) UNDERSTAND THAT THE CHANGES IN THE LAW MAY AFFECT THE CONSEQUENCES OF PROPERTY INVOLVING A GROUPING OR SEPARATION.