

## **Instructions – Applying for Homestead and Related Tax Exemptions**

**When applying for homestead exemption, the applicant(s) must complete both forms (DR-501 and DR-501T).** *The social security number of all applicants and any spouse of all applicants (whether or not he/she is on the deed) is required to complete the DR-501 form, pursuant to s. 196.011, F.S.*

**The applicant(s) must provide documentation to establish proof of permanent residency for the homestead property.**

### **Required Proof of Permanent Residency:**

- Copy of updated Valid Florida Driver's License or Identification Card
- Additional proof can be a copy of, but is not limited to:  
Voter Registration, Vehicle Registration, Utility Bills, W-2, Federal Tax Return, etc.

If an applicant is not a US Citizen, the immigrant must provide a copy of his/her permanent resident [green] card. If the applicant does not have a permanent residence status, contact the office for further details on eligibility.

**If you apply for any additional exemptions, refer to pages 3 and 4 of the DR-501 form for the required supporting documentation and/or call (904) 269-6305 ext. 1 to speak with an Exemption Specialist.**

You may submit the necessary documents by mail or in person. At this time, the forms cannot be submitted by fax or email.

By mail:

**Clay County Property Appraiser's Office**  
Attention: Exemptions Department  
PO Box 38  
Green Cove Springs, FL 32043

In person:

**Main office location:**  
Administration Building  
2<sup>nd</sup> Floor  
477 Houston Street  
Green Cove Springs, FL 32043

**Branch office location:**  
Park Central Plaza  
Inside the Tax Collector's Office  
1518 Park Avenue  
Orange Park, FL 32073