

A person must have legal or beneficial title to the property and meet eligibility requirements by **January 1** to be considered for an exemption for that assessment year. **March 1** is the deadline to file a timely exemption application.

How to file for Homestead and Related Tax Exemptions:

CC-501 or DR-501 Form – Original Application for Homestead and Related Tax Exemptions

Note: The social security number of all applicants and any spouse of all applicants is required for an application to be considered complete.

DR-501T Form – Transfer of Homestead Assessment Difference (Portability of a Prior Homestead Property's Save Our Homes Differential)

Complete this form if you had homestead exemption on a previous property in the State of Florida during any of the three previous tax years.

When applying for homestead exemption, in addition to the required form(s) listed above, the applicant(s) must also provide documentation to establish proof of permanent residence for the homestead property as of January 1.

Submit Proofs of Permanent Residence:

- Copy of updated valid Florida Driver's License or valid Florida Identification;
and
- At least one additional proof, which can be a copy of, but is not limited to:
Voter Registration, Vehicle Registration, W-2, Federal Tax Return, Utility Bill, etc.

Please contact the office if you have any questions regarding sufficient proof of permanent residence. If the applicant is not a US Citizen, he/she 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 possible eligibility. **If you are applying for any additional exemptions, refer to pages 3 and 4 of the CC-501 or DR-501 form for the required supporting documentation and/or contact the office.**

Prior to submitting an application, call (904) 269-6305 ext. 1 to speak with an Exemptions Specialist to confirm the supporting documentation and information required to complete the application. An incomplete application will be subject to denial. All timely filed applications will be processed by July 1 and an official denial will be sent by certified mail for any exemption applications not approved. All approved exemptions will be reflected on the property's notice of proposed taxes mailed in mid-August.

How to file the application and supporting documentation:

File in-person:

Main office

Administration Building, 2nd Floor
477 Houston Street
Green Cove Springs, FL 32043

By mail:

Office of the Clay County Property Appraiser

Attn: Exemptions Services
PO Box 38
Green Cove Springs, FL 32043

File in-person:

Satellite office

Park Central Plaza
Inside the Tax Collector's Office
1518 Park Avenue
Orange Park, FL 32073

By email:

exemptionsonline@ccpao.com

You must email a completed application. Contact the office before emailing to confirm the required supporting documentation. Incomplete applications may be subject to denial.