

A person must have legal title or beneficial title in equity to the property and meet eligibility requirements by **January 1** to be considered for an exemption in the tax year the application was filed. **March 1** of the application tax year is the deadline to file a timely application. For an application to be considered after the March 1 deadline, a written explanation as to why the applicant did not file timely must be included when filing the late application.

## **How to file for Homestead and Related Tax Exemptions:**

**Late File Explanation Form** – Briefly explain your reason for submitting an exemption application after March 1

**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, 2<sup>nd</sup> 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](mailto: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.*