

Florida law requires a person to have legal title or beneficial title in equity to real property and the person must meet eligibility requirements as of **January 1** to be considered for an exemption for the current assessment tax year. **March 1** is the deadline to file a timely exemption application. Applicants who failed to file by March 1 may file a late application upon demonstrating the extenuating circumstances which prevented a timely-filed application.

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

Click on the links below for the forms:

**[Late-Filed Application Explanation Form](#)** – Briefly explain the extenuating circumstances for filing an application after March 1 of the current tax year

**[DR-501 Form](#)** Original Application for Homestead and Related Tax Exemptions

Note: Disclosure of the social security number of an applicant's and of the applicant's spouse is mandatory to complete the application.

**[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, valid Florida Identification Card or Declaration of Domicile recorded with the Clerk's Office; 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 eligibility. **If you are applying for any additional exemptions, refer to pages 3 and 4 of the DR-501 form for the required supporting documentation and/or contact the office.**

File the application and supporting documents:

#### **By email:**

[exemptionsonline@ccpao.com](mailto:exemptionsonline@ccpao.com)

#### **By mail:**

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

#### **File in-person:**

##### **Main office**

Administration Building, 2<sup>nd</sup> Floor  
477 Houston Street  
Green Cove Springs, FL 32043

##### **Satellite Office**

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

Once the initial application has been filed, granted exemptions will display on the office's website and the Notice of Proposed Property Taxes. Timely filed applications will be processed by July 1.

**If you have any questions, you may call (904) 269-6305 ext. 1 to speak with an Exemptions Specialist.**