

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 4 and 5 of the CC-501 or DR-501 form for the required supporting documentation and/or contact the office.

All timely filed applications will be processed by July 1 of the application tax year 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, which is mailed in August.

If you have any additional questions, please call (904) 284-6305 ext. 1 to speak with an Exemptions Specialist or submit an inquiry request by using the Contact Us page on our website, www.ccpao.com.

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