



OFFICE OF THE CLAY COUNTY PROPERTY APPRAISER

Tracy Scott Drake, CFA, CAE, ASA, RES, AAS
State-Certified General Real Estate Appraiser RZ2759

PRESS RELEASE

For Immediate Release

Date: October 17, 2023
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DEADLINE FOR PROPERTY TAX EXEMPTIONS

Clay County Property Appraiser, Tracy Scott Drake, announces to the citizens of Clay County that the statutory deadline to apply for property tax exemptions is **Friday, March 1, 2024**.

Homestead exemption applicants must have legal or equitable title to the property as of **January 1, 2024**. Applicants must also provide at least two documents to establish proof of permanent residency (i.e., updated driver's license or identification card, voter registration card, vehicle registration, utility bill, etc.); and the social security number of all applicants (including spouses) is required. Applicants who are not U.S. citizens must provide a copy of their permanent resident (green) card. Applicants without permanent residence status should contact our office for eligibility details. Manufactured (mobile) home owners should also bring the title(s) or registration(s) to the home.

Applications may be filed at our main office in Green Cove Springs (located on the 2nd floor of the Administration Building), at our Orange Park branch office located at 1518 Park Avenue (Park Central Plaza), or at the Tax Collector's branch office located at 7380 State Road 100, Keystone Heights (visit our website for a detailed schedule), or by email to exemptionsonline@ccpao.com. ***Before emailing an application, contact the office for the list of supporting documentation required to complete the application, as incomplete applications will be subject to denial.*** Appointments are not required or necessary.

Once the initial application has been filed, granted exemptions will display on the office's website (property search function). Additionally, granted homestead exemptions will be automatically renewed each January and a renewal notice will be mailed. It is the property owners' responsibility to notify the Property Appraiser if eligibility for exemptions has changed.

Florida law provides for a number of ad valorem property tax exemptions, agricultural classifications and assessment reductions which will reduce the taxable value of property. The property owner must qualify as of January 1 of the current assessment year. For more information, please visit www.ccpao.com, or contact our office at (904) 269-6305, ext. 1 to speak with an Exemptions Specialist.

Main Office

County Administration Building
477 Houston Street, 2nd Floor
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Branch Office

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