

◆ **IMPORTANT NOTICE** ◆

The application must be submitted **on or before March 1, 2011** per Florida Statute 196.011(1)(a) to be timely filed. Applications postmarked March 1, 2011 will be considered timely filed. If extenuating circumstances prevented you from timely filing, you must apply in person at one of our offices and file a petition with the Value Adjustment Board. A petition form will be provided to you, upon request, at the time of late filing.

**TO APPLY BY MAIL AND BE CONSIDERED FOR  
ELIGIBILITY TO RECEIVE A HOMESTEAD EXEMPTION...**

the application must be completed in its entirety along with the following required documentation for all owners, including spouses, when filing:

~ **REQUIRED DOCUMENTS** ~

- ◆ **Deed** reflecting legal description and percent of ownership
- ◆ **Complete Previous Address** and Addresses of all other property you or your Spouse resided at within the past three years
- ◆ If you, your Spouse or any additional Owners of the property **received an exemption benefit from another state**, you must provide a letter from that state or County Assessment Office that verifies the **cancellation of the exemption**
- ◆ **Valid Florida Driver License** (You cannot have a Driver License in another state.) The address must be the same as your Homestead Property Address. If you do not drive, a **Florida Identification Card is acceptable**
- ◆ If you or your Spouse are **employed in another state**, a copy of your prior year's State and Federal Income Tax Return
- ◆ **Social Security Number(s)** for all owners and spouses (required even if spouses are separated or if only one is on the deed)
- ◆ **Hernando County Voter Registration Card** (If you are a registered voter, your voter registration address must be the same as your Homestead Property address). If you are not a registered voter, a **Declaration of Domicile** recorded with the Clerk of Circuit Court is required
- ◆ **Vehicle Registrations** for all Vehicles owned by you and your Spouse
- ◆ If not a U.S. Citizen, an I.N.S. Permanent Resident Card and a Declaration of Domicile recorded with the Clerk of Circuit Court is required
- ◆ **Mobile Home Title** or Registration (Real Property decals required)

**~ Print the Application, Sign, and Date ~**  
*(Make a copy for your records)*

- ◆ If the property is titled in your name and your application is complete, you should receive a receipt in the mail.
- ◆ If your application is incomplete and/or missing the required copies of supporting residency documents, you will receive a letter requesting all missing documents be sent to us by the March 1 deadline.
- ◆ If you miss the deadline, you will receive a Certified Denial letter prior to July 1 of the year filing.

**It is the responsibility of the property owner(s) to verify that the application and all required copies of residency documents are received by this office prior to March 1 of the year filing.**

**ATTACH ALL REQUIRED COPIES AND MAIL TO:**

Hernando County Property Appraiser's Office  
Attention: Public Services & Exemptions  
20 North Main Street, Room 463  
Brooksville, FL 34601-2893

If you have any questions, contact the Hernando County Property Appraiser's Office at (352) 754-4190. If you do not reside in Hernando County, you should contact the Property Appraiser's Office in the County where you permanently reside.

**INSTRUCTIONS FOR FILING FOR EXEMPTIONS BY MAIL  
(HERNANDO COUNTY RESIDENTS ONLY)**

- Enter the Key/Parcel No. if you know it. This can be found on the most recent Tax Bill for the property.
- Enter your Name and Co-Applicant (if applicable) as it appears on the Deed. Also, the mailing address in this space.
- Enter the Legal Description to the property. This can be found on the Tax Bill or Deed.
- Place an “**X**” in the appropriate box for your Marital Status.
- If you had any tax benefit based on residency **anywhere** (including out of state) for the previous year, please place an “**X**” in the “Yes” box, provide the complete address at which you received the exemption or tax benefit and the length of time you were at that address. If you did not have an exemption anywhere last year, place an “**X**” in the “No” box and enter the address where you residing last January 1.
- Check the appropriate box “Yes” if you or your spouse own any other property and provide the address or “No” if no property is owned.
- Provide vehicle registration(s) information for all vehicles that are registered out of state.
- Enter the address of each owner who does not reside on the property (if applicable).
- Provide the date you became a permanent resident of Florida and occupancy date (Complete date you moved in) **DD/MM/YYYY**.
- Enter your Valid Florida Driver License or Florida Identification Card Number and issue date. If a Florida Identification Card, an Affidavit is required.(Available in the Forms section on our website).
- Enter **ALL** Florida Vehicle Tag Numbers.
- Hernando County Voter’s Registration Number and registration date.
- **Non-US citizens must include a copy of the front and back of the Resident Alien Card, along with a recorded copy of the Declaration of Domicile** (Available in the Forms section on our website).
- **A U.S. citizen, who does not wish to register to vote or cannot register, must also include a recorded copy of the Declaration of Domicile** (Available in the Forms section on our website).
- Enter the date of birth for all applicants.
- Enter current employer information including name, address and phone number. Also applies to Self Employed.
- Enter the address you listed as your residence on your last IRS Income Tax Return.
- Sign, date and provide contact phone number. Also initial the disclaimer to the right of the signature area on the application.



**THIS APPLICATION MUST BE FILED WITH THE PROPERTY APPRAISER BY MARCH 1ST**

**The information contained in this application will be provided to the Department of Revenue and the Department and/or property appraisers are authorized to provide this information to any state in which the applicant has previously resided, pursuant to 196.121, Florida Statutes. Social security numbers will remain confidential pursuant to sections 193.114(5), and 193.074, Florida Statutes.**

**Notice: A tax lien can be imposed on your property.**

Section 196.161 (1) provides:

(1) (a) "When the estate of any person is being probated or administered in another state under an allegation that such person was a resident of that state and the estate of such person contains real property situate in this state upon which homestead exemption has been allowed pursuant to s. 196.031 for any year or years within 10 years immediately prior to the death of the deceased, then within 3 years after the death of such person the property appraiser of the county where the real property is located shall, upon knowledge of such fact, record a notice of tax lien against the property among the public records of that county, and the property shall be subject to the payment of all taxes exempt there under, a penalty of 50 percent of the unpaid taxes for each year, plus 15 percent interest per year, unless the circuit court having jurisdiction over the ancillary administration in this state, determines that the decedent was a permanent resident of this state during the year or years an exemption was allowed, whereupon the lien shall not be filed or, if filed, shall be canceled of record by the property appraiser of the county where the real estate is located. (b) In addition, upon determination by the property appraiser that for any year or years within the prior 10 years a person who was not entitled to a homestead exemption was granted a homestead exemption from Ad Valorem taxes, it shall be the duty of the property appraiser making such determination to serve upon the owner a notice of intent to record in the public records of the county a notice of tax lien against any property owned by that person in the county, and such property shall be identified in the notice of tax lien. Such property which is situated in this state shall be subject to the taxes exempted thereby, plus a penalty of 50 percent of the unpaid taxes for each year and 15 percent interest per annum. However, if a homestead exemption is improperly granted as a result of a clerical mistake or omission by the property appraiser, the person improperly receiving the exemption shall not be assessed penalty and interest. Before any such lien may be filed, the owner so notified must be given 30 days to pay the taxes, penalties, and interest.