

Homestead Exemption Application Instructions

Please complete the form as follows:

- **Property Identification Number** - Write in your identification number. (Please refer to your tax bill or [search our database](#))
- **Applicant/Co-applicant Name and Address** - Write in the owner(s) name(s) and mailing address. ([search our database](#))
- **Exemptions** - Please check a box to indicate the type of exemption for which you are applying.
- **Applicant/ Co-applicant Social Security Number(s)** - Write in Social Security Number(s) for all applicants. Disclosure of this information is required by Florida Statute 196.011(1).
- **Marital Status/ Previous Year Exemption Information** - Please check your marital status and whether or not you filed for homestead exemption last year. If exemptions were filed, please indicate the address, county and state in which the exemptions were received. If no exemptions were filed for the previous year, enter your last year's address.
- **Date of Occupancy**
- **Dates of Birth for All Applicants**
- **Proof of Florida Residency for All Applicants** - Please complete this section and provide the following:
 - Valid Florida Drivers License Number(s) or, if you do not drive, Florida Identification Number(s) or Recording Information for Declaration of Domicile;
 - Florida Vehicle Tag Registration Number(s);
 - Voter Registration Number(s), if you are registered to vote in Leon County;
 - Social Security Number for all applicants. Social Security Number is required for the spouse of each applicant, even if said spouse has no ownership interest;
 - If property is in a trust, a copy of the complete trust agreement or a recorded Memorandum of Trust;
- **Sign and date** – Signatures of all applicants are required and please be sure to include your **telephone number** and **e-mail address**.

The deadline for filing for homestead exemption is March 1, 2012.

Please submit the signed and dated application to:

**Bert Hartsfield
Leon County Property Appraiser
Attention: Homestead Exemptions
Post Office Box 1750
Tallahassee, Florida 32302-1750**

A receipt will be mailed to you following the processing of your application

Please contact us by e-mail at admin@leonpa.org or phone 850-488-6102 if you have any questions or if we may assist you in the application process.