

HOMESTEAD EXEMPTION APPLICATION INSTRUCTIONS

Application Deadline: March 1

The following sections of the application **are required** when applying for homestead exemption and need to be completed. All other areas of the application may be left blank.

- **Property Identification Number**
 - Please refer to your tax bill, ownership documents or search our online database
- **Applicant/Co-applicant Name and Address**
 - Enter the name of each applicant and the property address to which the homestead exemption is to be applied
- **Applicant/Co-applicant Social Security Number**
 - Disclosure of this information is required by Florida Statute 196.011(1)
- **Marital Status**
- **Did you file tax exemptions last year, and where?**
 - If you had exemptions in the state of Florida within the past two years, you may be eligible for some additional savings called portability. If applicable, please answer “yes” to this question and provide the previous location including street address and county.
- Under the **proof of residence** section, provide the following information **for all applicants**:
 - Date of Occupancy
 - Valid Florida driver license number or Florida ID number
 - You may leave the date field blank.
 - Valid Florida vehicle tag number or Florida voter registration number
 - Date of Birth
- Please provide a **signature for all applicants** and a **phone number**

If you have questions or concerns, please contact us by phone (850) 606-6200 or e-mail admin@leonpa.org

A receipt will be mailed to you following approval of your application.

Applications may be mailed to the following address:

Akin Akinyemi

Leon County Property Appraiser

Attn: Exemptions Department

P.O. Box 1750

Tallahassee, FL 32302-1750