



Homestead Exemption Filing Instructions

YOU MUST OWN AND ESTABLISH YOUR PERMANENT RESIDENCE ON THE PROPERTY ON OR BEFORE JANUARY 1ST OF THE YEAR IN WHICH YOU SEEK THE EXEMPTION

You may file for homestead exemption online at www.BCPAO.us, in person at any of the locations listed below, or by mail. If you plan to file for homestead exemption by mail, please download the homestead exemption application from our web site at www.BCPAO.us and **fully complete**. Information must be provided for all owners residing on the property. Copies (front & back) of all required documentation **must** be provided. You may mail the completed application with copies of all documentation to:

**Brevard County Property Appraiser
P.O. Box 429
Titusville, Florida
32781-0429**

For proof of mailing we highly recommend "Delivery Verification" or "Certified/Return Receipt" service from the post office. To obtain a signed copy of your application from our office, please include a self-addressed stamped envelope. A copy of your application, signed by this office, will provide proof that your exemption application was received and processed.

An Application Must be Filed with Our Office on or before March 1st of the Year in Which You Seek the Exemption

Pursuant to Florida Law, the following documentation is required for each owner residing on the the property:

- Florida Driver License, if you drive; or, if you do not drive, a Florida Identification Card and a declaration of domicile recorded prior to January 1st of the year in which you seek the exemption;
- Florida Auto Registration, for vehicles owned or leased by you, or registered to your business;
- Brevard County Voter Registration Card, if you are registered to vote;
- Social Security Card or another document with your SS number. Note: Social Security Number is required for the spouse of each applicant even if said spouse has no ownership interest;
- If not a U.S. citizen, a Resident Alien Card ("Green Card");
- If property is in trust, a copy of the trust agreement or recorded Memorandum of Trust;
- If the taxpayer owns property in another state, a letter from the appropriate governmental agency is needed to verify the taxpayer does not receive a residency based exemption in said jurisdiction;
- If the dwelling is a manufactured home, a copy of registration or title to the manufactured home;
- A copy of deed or tax bill.

LOCATIONS FOR FILING IN PERSON
Monday through Friday, 8:00 AM to 5:00 PM

GOVERNMENT CENTER - TITUSVILLE
400 South Street, 5th Floor Titusville, Florida
321-264-6700

COUNTY SERVICE COMPLEX- PALM BAY
450 Cogan Drive, SE Palm Bay, Florida
321-952-4574

COUNTY SERVICE COMPLEX - MELBOURNE
1515 Sarno Road Melbourne, Florida
321-255-4440

GOVERNMENT CENTER - VIERA Building C, 1st Floor
2725 Judge Fran Jamieson Way Melbourne, Florida
321-690-6880

*Under Florida law, failure to file for homestead exemption by **March 1st** of the year in which you seek the exemption constitutes a waiver of the privilege for the year.*