

## PETE SMITH

Okaloosa County Property Appraiser  
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## PLEASE REPLY TO:

Okaloosa County Property Appraiser  
**ATTN: Jennifer Chambers**  
302 N. Wilson St, Ste 201  
Crestview, FL 32536  
Phone: (850) 689-5900  
Fax: (850)-689-5906

# MILITARY PERSONNEL WITH HOMESTEAD EXEMPTION

## MILITARY HOMESTEAD EXEMPTION

Homestead exemption provides a tax exemption for persons who are permanent residents of the State of Florida with legal or equitable title to real property and occupy the property as their permanent residence. Active duty service members who receive PCS orders may continue to qualify for the homestead exemption, even if they elect to lease the property, **if they meet the requirements listed below:**

1. Notify the Okaloosa County Property Appraiser's office and submit a copy of the PCS orders **before** moving from the area.
2. Intend to return to the homesteaded property (i.e., if property is listed for sale, then you are not eligible).
3. Maintain Florida residency by possessing a valid Florida driver's license during your tour(s).
4. **Submit a completed Military Homestead Exemption Renewal Application** with a **copy of orders each year** by the statutory filing deadline of March 1.
5. Maintain a current mailing address with the Okaloosa County Property Appraiser's office.

**NOTE:** ALL address changes must be submitted in writing. The Address Change Form can be obtained via our website ([www.okaloosapa.com](http://www.okaloosapa.com)) under the "Forms Download" link on our homepage or by contacting our office.

In order to determine continued eligibility for the homestead exemption, our office annually mails a Military Homestead Exemption Renewal Application by October 1 to active duty members who have notified our office of a change in duty station. It is the responsibility of the active duty service member or authorized representative (copy of Power of Attorney will be required), to complete, sign and return the application **along with a copy of their current orders** to our office by the statutory filing deadline of March 1.

## DEPLOYED MILITARY EXEMPTION

The Deployed Military Exemption is available to active duty members currently receiving Homestead Exemption and was deployed outside the continental U.S. during the PRIOR calendar year in support of one of the following designated operations: Operation Enduring Freedom, Iraqi Freedom, New Dawn, Noble Eagle or Odyssey Dawn.

To apply, please provide the following:

1. Completed Deployed Military Exemption application (can be obtained via our website under the "Forms Download" link or by contacting our office).
2. Copy of deployment orders
3. Travel Voucher
4. Memorandum for Record signed by a commanding officer (on military letterhead) to verify the operation.

**NOTE:** The MFR is needed **ONLY** if your orders do **NOT** specifically state the operation.

This exemption will be based on the total number of eligible days deployed in the prior calendar year and will be applied to the current year's tax bill. A completed application & all supporting documentation must be received by the statutory deadline of March 1<sup>st</sup>. **A new application and documentation must be submitted each year.**

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Please return completed applications & all required documentation, to our office by one of the following methods:

1. Email to Jennifer Chambers at [jchambers@okaloosapa.com](mailto:jchambers@okaloosapa.com)
2. Fax to (850) 689-5906
3. Mail service of your choice to the address given in the above right corner of this page.

We encourage all applicants to confirm receipt of their application by our office before the statutory filing deadline of March 1. Suggested types of confirmation include certified return receipt from the postal service, fax confirmation, reply email from our office, or verbal confirmation by telephone. Approvals can also be confirmed via receipt of the Annual Notice of Proposed Taxes ("TRIM" notice) mailed in mid-August. Applicants being denied their exemption will be sent an Official Denial Notice in June. See Section Fla. Stat. 196.161 (1) (b).

**If you have any questions regarding the process for qualifying for the military homestead exemption, or the Deployed Military Discount, please contact Jennifer Chambers in our Customer Service & Exemptions Department in Crestview at (850) 689-5900.**