



MILITARY PERSONNEL WITH HOMESTEAD EXEMPTION *(With PCS orders relocating away from Okaloosa County)*

Florida statutory law allows for active duty service members **currently receiving Homestead Exemption**, who receive PCS orders relocating them away from Okaloosa County, to continue to qualify for the homestead exemption, even if they elect to lease/rent their property. However there are eligibility requirements that must be met and an annual renewal process that must be completed for the duration of your relocation away from Okaloosa County.

ELIGIBILITY REQUIREMENTS (Must meet ALL requirements listed below)

1. **Submit a copy of the PCS orders to our office.** Without a copy of your most recent PCS orders on file, you will not be eligible to maintain your Homestead Exemption.
2. Have the intention of returning to the homesteaded property. (i.e. If home is for sale, then not eligible.)
3. Maintain Florida residency while stationed away from the area.
4. **Submit response to the annual Homestead Exemption Renewal / Removal Form** by the statutory filing deadline of March 1. These forms are mailed in October of each year, to the address on file.
5. Maintain a current mailing address with our office **at all times**. Address updates must be submitted in writing using either the Renewal / Removal Form (mailed to applicant in October) or the Address Change Form (obtained from our website or from our office).

ANNUAL RENEWAL PROCESS

Our office annually mails a Homestead Exemption Renewal / Removal Form in October to active duty members who have notified our office of a change in duty station.

It is the responsibility of the active duty member or authorized representative (copy of Power of Attorney will be required), to submit a completed response to the Renewal / Removal Form by the statutory deadline of March 1st and to ensure our office has a copy of your **most recent PCS orders** on file. The Homestead Exemption cannot be approved without our office having the orders on file.

All military PCS orders, documents, applications, etc. can be submitted to our office by one of the following methods:

1. Email to Jennifer Chambers at 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.
4. Dropped off at either office location.

We encourage all applicants to confirm our office's receipt of their form/ PCS orders **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 Fla. Stat. 196.161 (1) (b).

Please direct any questions you may have to our Military Exemptions Specialist, Jennifer Chambers. Mrs. Chambers is located in our Crestview office and can be reached at (850) 689-5900 during regular business hours (M-F 8am – 5pm) or via email: jchambers@okaloosapa.com.

*If the service member has Homestead Exemption and was **DEPLOYED** outside the continental US, Alaska or Hawaii in the PRIOR calendar year, please contact our office regarding the Deployed Exemption. An information sheet can be obtained by contacting our office or visiting our website.*