

PORTABILITY APPLICATION INSTRUCTIONS

NOTE: The attached DR-501T portability application will transfer your Save Our Homes benefit from one Homestead to a new property -- but it does not "transfer" your Homestead Exemption to the new property. **You must also submit a separate application for Homestead Exemption for your new property to claim portability savings.** Apply for your new Homestead Exemption online at www.bcpa.net (click the yellow "FILE ONLINE" box in the upper left corner) or by visiting one of our offices or outreach events. Please use the instructions below for correctly completing the portability application.

STEP 1: NEW HOMESTEAD

- Provide the name of the person/applicant who has applied for a new Homestead Exemption in Broward County (additional persons will be listed in Step 3).
- Provide the full address of this property (include any apartment or unit number, if applicable).
- Provide the Broward County Property (or Parcel) ID number, which is available on our website. If you do not know this number, simply leave the space blank.
- Provide the total number of persons who own the new property applying for Portability.

STEP 2: PREVIOUS HOMESTEAD

- Provide the name of the Florida County you are moving from (if it is from Broward, please write "Broward"). *Note: Portability is not available to persons moving from another state.*
- Provide the Property (or Parcel) ID number from your previous county, if you know it. If you do not have this number, leave this space blank.
- Provide the full address of your previous Homestead property (include any apartment/unit number, if applicable).
- Provide the date that you either sold, moved-from, rented, or otherwise no longer used the previous property as your primary Homesteaded residence. If you have sold this property, check the box for "sold." If you no longer use this property as your primary residence, check the box for "no longer used." *Note: Portability is not available for any property where you did not receive a Homestead Exemption in one of the prior two years.*

STEP 3: CO-APPLICANTS

- Step 3 is **ONLY** for listing the persons who co-owned the previous Homestead property (listed in Step 2) who are moving to the new property listed in Step 1.
- All persons listed in Step 3 are co-applicants and all must sign this Portability Application - Step 5. **DO NOT LIST ANYONE IN THIS SECTION WHO IS NOT MOVING TO THE NEW PROPERTY.**

STEP 4: CO-OWNERS OF THE PREVIOUS PROPERTY NOT MOVING TO THE NEW PROPERTY.

- Step 4 is for listing all co-owners of the previous property not moving with you to the new property listed in Step 1.
- List **ALL** co-owners of the property – whether they still live there or have moved elsewhere.
- If any of the co-owners are continuing to reside at the previous property – check the "yes" box to indicate the persons who are remaining at the previous property.

STEP 5: SIGNATURES

- All of the co-applicants must sign and date the application.

SUBMITTING YOUR PORTABILITY APPLICATION TO OUR OFFICE:

- Applications may be faxed to our office at: **954-357-8474**
- Applications may be mailed to our office to: **Broward County Property Appraiser, Attn: Customer Service, 115 S. Andrews Ave., Room 111, Fort Lauderdale, FL 33301.**
- You may also convert or scan your completed application to a PDF file and email it to our office at dbuker@bcpa.net
- Additional questions? Please contact our Customer Service Division at **954-357-6830**.



Portability Application
Transfer of Homestead Assessment Difference
 Attachment to Original Application for Ad Valorem Tax Exemption

DR-501T
 R. 12/08
 Rule 12DER08-33
 Florida Administrative Code
 Effective 12/08

Section 193.155, Florida Statutes

If you have applied for a new homestead exemption and are entitled to transfer a homestead assessment difference from a previous homestead, file this form with your property appraiser by March 1. Co-applicants transferring from a different homestead must fill out a separate form.

YEAR : _____
APP.# : _____

NEW HOMESTEAD APPLICANT — COMPLETE STEPS 1-5

STEP 1	NEW HOMESTEAD		
Applicant name	Home phone (include area code)	Work phone (include area code)	
New address	E-Mail Address		
	Parcel ID number		
City, State, ZIP	County	BROWARD - 16	Total number of owner applicants
	FL		

STEP 2	PREVIOUS HOMESTEAD		
County	Parcel ID number	Date sold or no longer used as your homestead:	
Address		City, State, ZIP	

STEP 3*	Co-applicants who owned and lived at the previous homestead. 1. _____ 2. _____ 3. _____	STEP 4*	Other owners of the previous homestead not applying for transfer to this new homestead 1. _____ 2. _____ Did any of these owners remain in the previous homestead? Yes No
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STEP 5* THE APPLICANT AND ALL CO-APPLICANTS (STEP 3) MUST SIGN BELOW.

I affirm that I qualify for the homestead exemption assessment transfer from the above previous homestead. Under penalties of perjury, I declare that I have read the foregoing application and the facts in it are true.

Signature of Applicant	Date
Signature of Co-applicant 1	Date
Signature of Co-applicant 2	Date

COMPLETED BY PROPERTY APPRAISER OF APPLICANT'S NEW COUNTY

Signature of Property Appraiser or Deputy	Date
If previous homestead was in a different county, add your contact information. Send this form with a copy of the <i>Original Application for Ad Valorem Tax Exemption</i> (Form DR-501) to the Property Appraiser's office in the county of the previous homestead.	
Contact name: Dana F. Buker	Mailing address:
Phone: (954) 357-6596	Broward County Property Appraiser's Office
Fax: (954) 357-8474	115 South Andrews Avenue
E-mail address: dbuker@bcpa.net	Fort Lauderdale, FL 33301

INSTRUCTIONS TO PROPERTY APPRAISER OF PREVIOUS HOMESTEAD

Based on your county's records, complete and return Form DR-501RVSH, *Certificate of Transfer of Homestead Assessment Difference* to the contact above by April 1 or within 2 weeks after receiving Form DR-501T, *Transfer of Homestead Assessment Difference*, whichever is later.

DO NOT WRITE BELOW THIS LINE.