Welcome to our Escambia County Homestead Exemption Online Application! To start your online filing process, you must acknowledge that you have read and understand Florida Statute 196.131(2) by clicking in the Check Box.

After you have checked this option, you will be able to Login to your previously created account, or create a new account. The Create Account Button will take you to the Account Setup Page.
The Requirements Page provides an overview of eligibility and identifies the items needed to in order to participate in online filing.
The Search Page will assist you with finding the account number for your home. You may search using your homestead address, reference number, or account number for your property. If you use the address option, you may type in the street number and street name without any street direction (such as N, S, E or W). If you include the street direction, please use the abbreviated version.

After you have entered in the search text, click on the Search button. Your results will be displayed on the form below the search portion panel. Click on the Select button to the left of your homestead account to highlight it, then click on the Continue button. You will be directed to the Account Setup Page.
To setup your Homestead Exemption Online Account, enter your email and password, then click the Submit button.

**Passwords must meet the following requirements:**
Must be between 8 and 20 characters in length  
Must contain at least 1 uppercase character  
Must contain at least 1 number

If you would like to change your password, navigate to the Home Page and click on the Change Password button. First enter your old password, then your new password (second entry for confirmation). Click on the Update button to save your new password.
Email Confirmation

Once you have created your Homestead Exemption Online Account, check your email. You should receive an email like the one shown above. Click the Verify Account link to finish the account verification process.

Click to Verify your account: Verify Account

If you did not request an Exemption account, please inform our Data Department at (850) 434-2735.

This email was sent from the Office of The Escambia County Property Appraiser
Log in with your email and password.

If you have an account and have forgotten your password, enter your email address and click on the Forgot Password button.

An email with the password will be sent to the email address of record. An on-screen message indicating the success or failure of the request will be displayed.
The Home Page allows you to:

- navigate to your application or (if completed) to your Applicant form
- change your homestead real estate account number
- change your password
- submit your finalized application

The Submit Application button is not accessible if the application or applicant form is incomplete.

The Home Page also displays your account number, reference number, homestead address, email address and the status of your application.
**Application**

**Escambia County Property Appraiser**

**Homestead Exemption Online**

**MANAGE APPLICATION**

<table>
<thead>
<tr>
<th>Account</th>
<th>13 1401 500</th>
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<tbody>
<tr>
<td>Reference Num</td>
<td>00-00-00-00-021-048</td>
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<tr>
<td>Roll Yr</td>
<td>2020</td>
</tr>
<tr>
<td>Status</td>
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</table>

**Homestead Address**

1000 BLK E PECAN ST

**Legal Description**

GEORGIA SQUARE C.A. 78

**Full Mailing Address (if different)**

Reason:

**Other Reason:**

**How did you hear about the exemption?**

BILLBOARD

**Full Previous Address**

TOYLAND

**Name and Full Address of Any Owners Not Residing on the Property**

TEST

**Select your status at your previous address**

HOME OWNER

**Did any applicant receive or file exemptions last year?**

- [ ] Yes
- [x] No

**Active Military?**

- [ ] Yes
- [ ] No

**Optional Data**

<table>
<thead>
<tr>
<th>Type of Deed</th>
<th>Certificate of Title</th>
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</thead>
<tbody>
<tr>
<td>Date of Deed (MM/DD/YYYY)</td>
<td>08/06/1980</td>
</tr>
<tr>
<td>Recorded Book</td>
<td>66</td>
</tr>
<tr>
<td>Page</td>
<td>66</td>
</tr>
</tbody>
</table>

*(You have to update any changes in order to continue.)*

**Phone:** (850) 434-2735 Ext. 177
The Application Page displays your:

- Account Number
- Reference Number
- Roll Year for which you are applying
- Status of the application (complete or incomplete)
- Homestead Address and its Legal Description

You cannot change any of the above data. If you discover you have the wrong homestead address, return to the Home Page and select the "Change Address" option.

You are required to fill in the entire Application form.

In the “How did you hear about the exemption” field, please select one of the options in the dropdown menu to let us know how you found out about filing for the Homestead Exemption.

Please select “Yes” if any applicant on this application filed or received exemptions last year.

If you are active duty Military, please check the box to indicate your status.

The Optional Data section requests information about the deed to your property, including the type of deed (such as Warranty Deed, Quit Claim deed, etc.), the date the deed was notarized, and the Official Record book and page number. If you have this information available, please fill it in.

You may click on the Update button at any time to save your changes. You will then be informed of any missing data.

When the Application Form is complete, click on the Continue button.
The Applicants Form consist of four sections.

The **Personal Information** section requires you to enter your name, social security number (or immigration number if applicable), date of birth, marital status, phone number and current employer. If you are married, your spouse is required to fill out the Applicant form also. If you are a widow(er) of a veteran or First Responder, please check the Surviving Spouse checkbox.
Applicants (continued)

The **Florida State Information** section requires you to enter your current, valid Florida driver license number or Florida ID number and the date it was issued. **If you do not have a current, valid Florida driver license or Florida ID, you will not be able to file online.** You must also enter your vehicle tag number and the date it was issued. If you have relinquished a driver license from another state, please provide the evidence documents that show the date terminated and previous state of residence. If you are a registered voter, please enter your voter registration number and the date of registration.

**Residency Information**

The **Residency Information** section requests you to enter the ownership percentage for the current applicant, if known. If the current applicant claims residency in another state, select "Yes." If the current applicant previously had residency outside of Florida, please enter the address of that residency including the city, state and zip code along with the termination date of that residency. If you have children in school, enter their school location and name.

If you have Proof of Payment of Utilities at the Homestead Address, please select “Yes”. The **Permanent Residency Date** is the date you attained your Florida residency. Please type in the address of your last IRS return along with the mailing address for your banking statements and checking account.

In the **Date of Occupancy** field, enter the date you first occupied the residence (MM/DD/YYYY). You must establish residency before Jan 1st to file the exemption for the current year. If you are filing for the current year and it is after March 1st, please come into the office to complete an application. It will be processed in accordance with Florida Statutes.
Applicants (continued)

Portability

The **Portability Information** section requests you to enter information if you have moved from a previous Florida homestead. If you are moving from a previous Florida homestead to a new homestead in Florida, you may be able to transfer or “Port” all or part of your homestead assessment difference. The Save Our Homes (SOH) benefit may be transferred from your old homestead to a new homestead, reducing the assessment and, beneficially, the taxes for the new homestead. To transfer the SOH benefit, you must establish a homestead exemption for the new home within two years of Jan 1st of the year you abandoned the old homestead (not two years from date of sale). [Click here for more information.]

If you want to apply for Portability, check the Portability checkbox. This will expand the form to allow you to enter the data needed for portability. More information on portability can be found in the online Help topic.

The Save Our Homes (SOH) benefit may be transferred from your old homestead to a new homestead, lowering the tax assessment and, beneficially, the taxes for the new homestead. To transfer the SOH benefit, you must establish a homestead exemption for the new home within two years of Jan 1st of the year you moved from the old homestead (not two years from date of sale).
Click Add New Applicant to add, click on the pencil icon to edit, and click on the trash can icon to delete applicant information.

If you are married, your spouse is required to provide applicant information as well.
Once an application is successfully submitted, the account will be locked, preventing any further changes.

To submit your application, navigate to the Home Page. In the “Submitted By” field, type in your name and click the Submit Application button.
After the user submits their application, the status on the Home page should read "Submitted."

If your application is approved, you will receive an email from us. If you have been denied, the Public Information department will notify you by mail and state the reason for the denial.