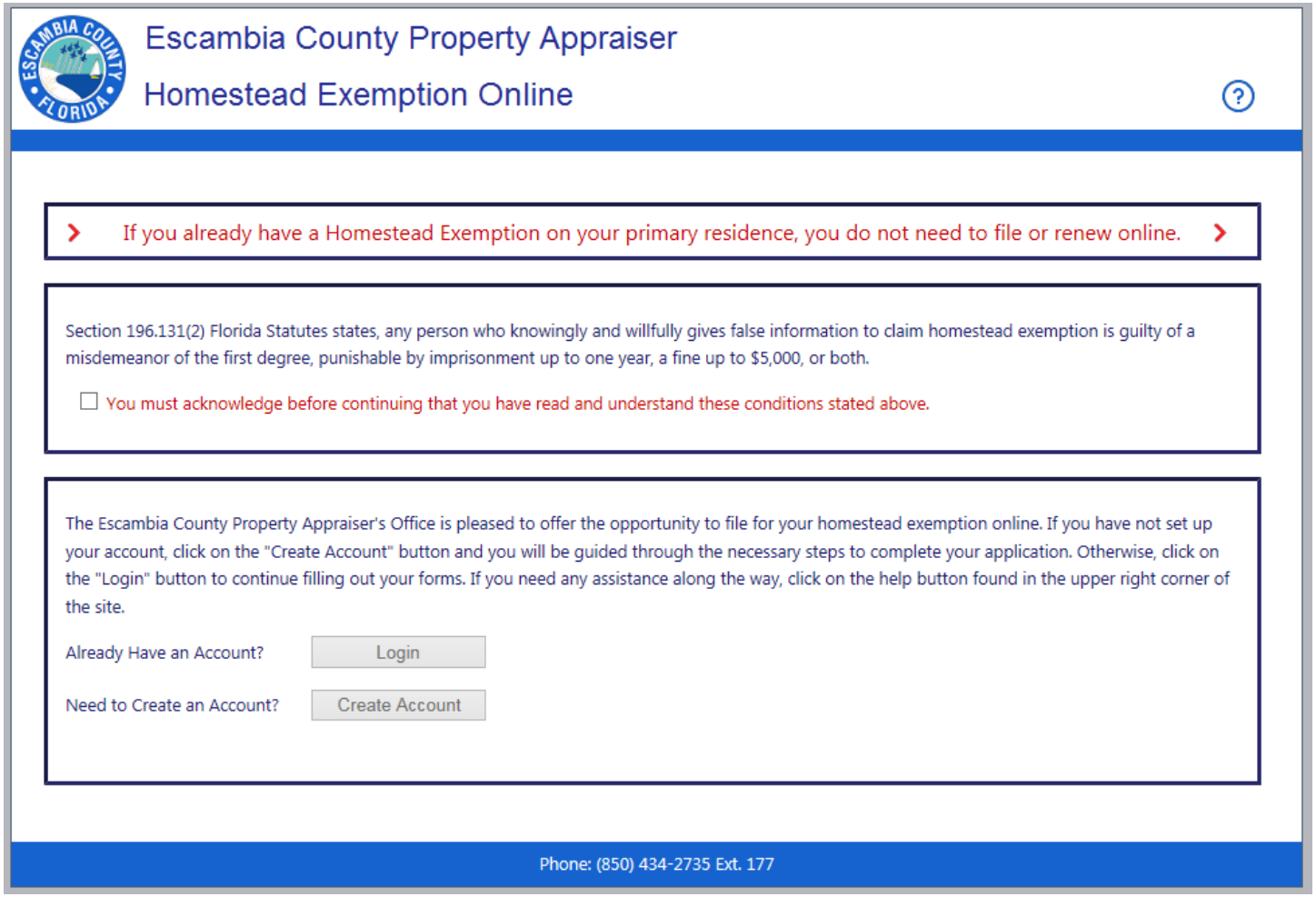
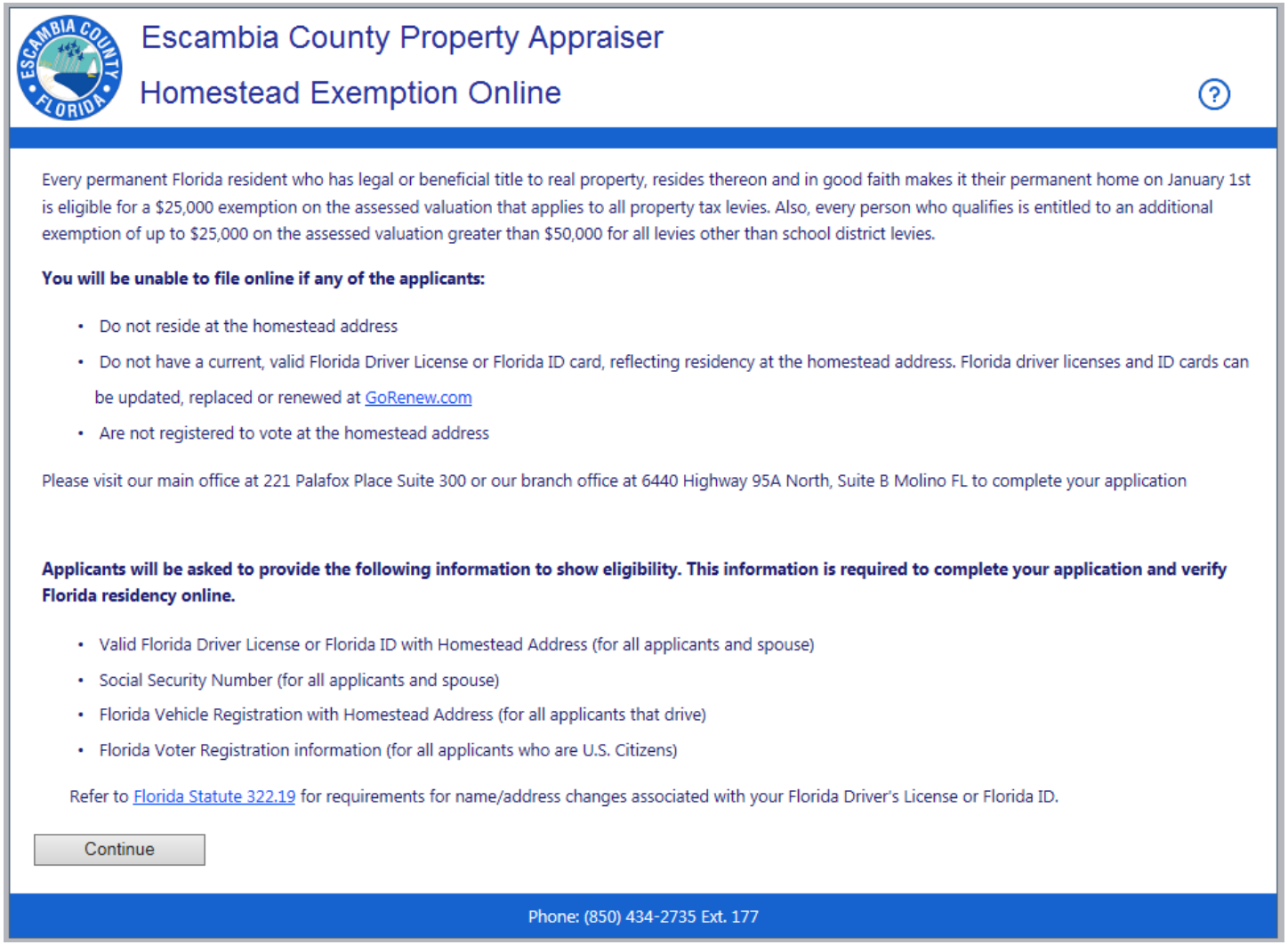
Welcome



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.

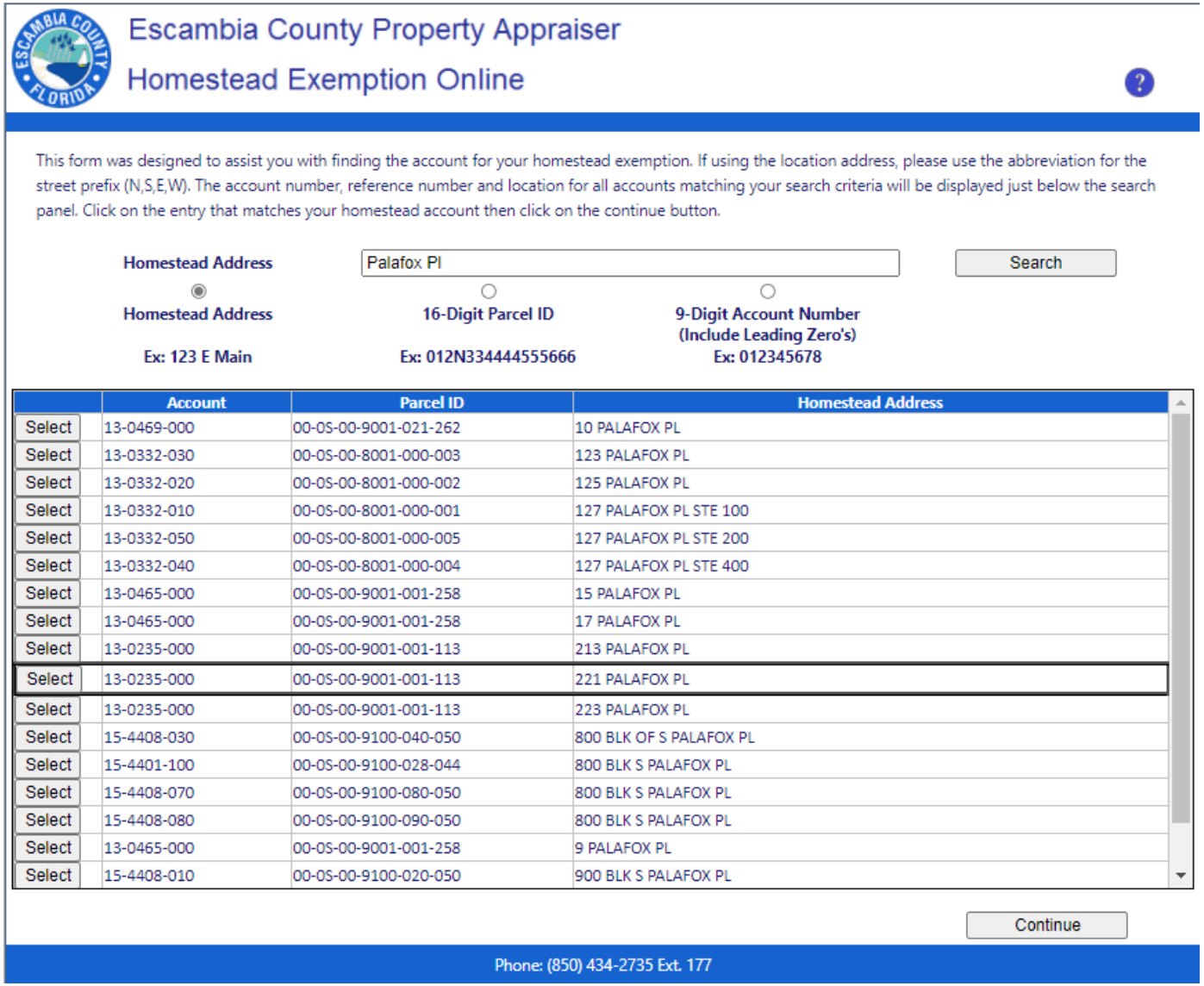
After you have checked this option, you will be able to Login to your previously created account, or create a new account. The Create Account Button will take you to the Account Setup Page.

Requirements



The Requirements Page provides an overview of eligibility and identifies the items needed to in order to participate in online filing.

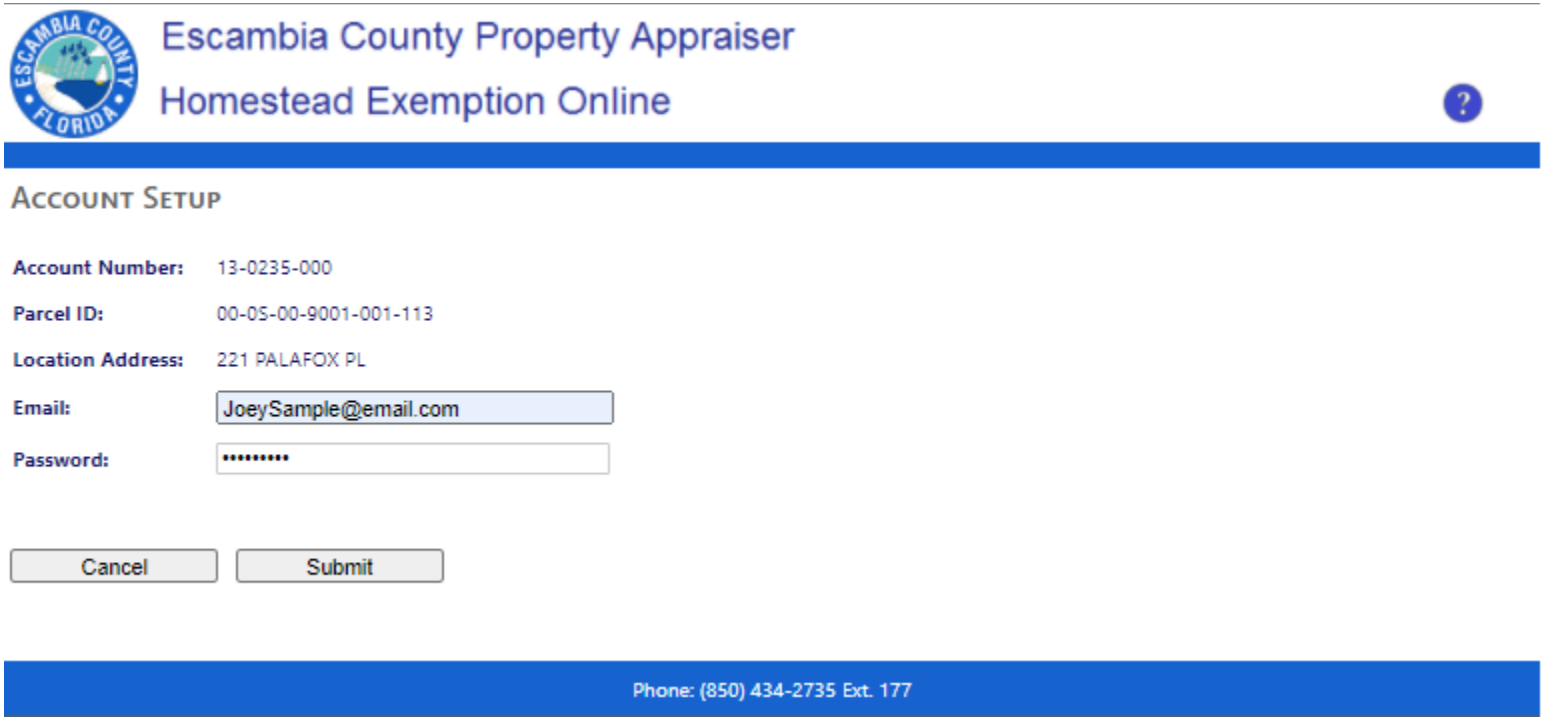
Account Search



The Search Page will assist you with finding the account number for your home. You may search using your homestead address, parcel ID, 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.

Account Setup

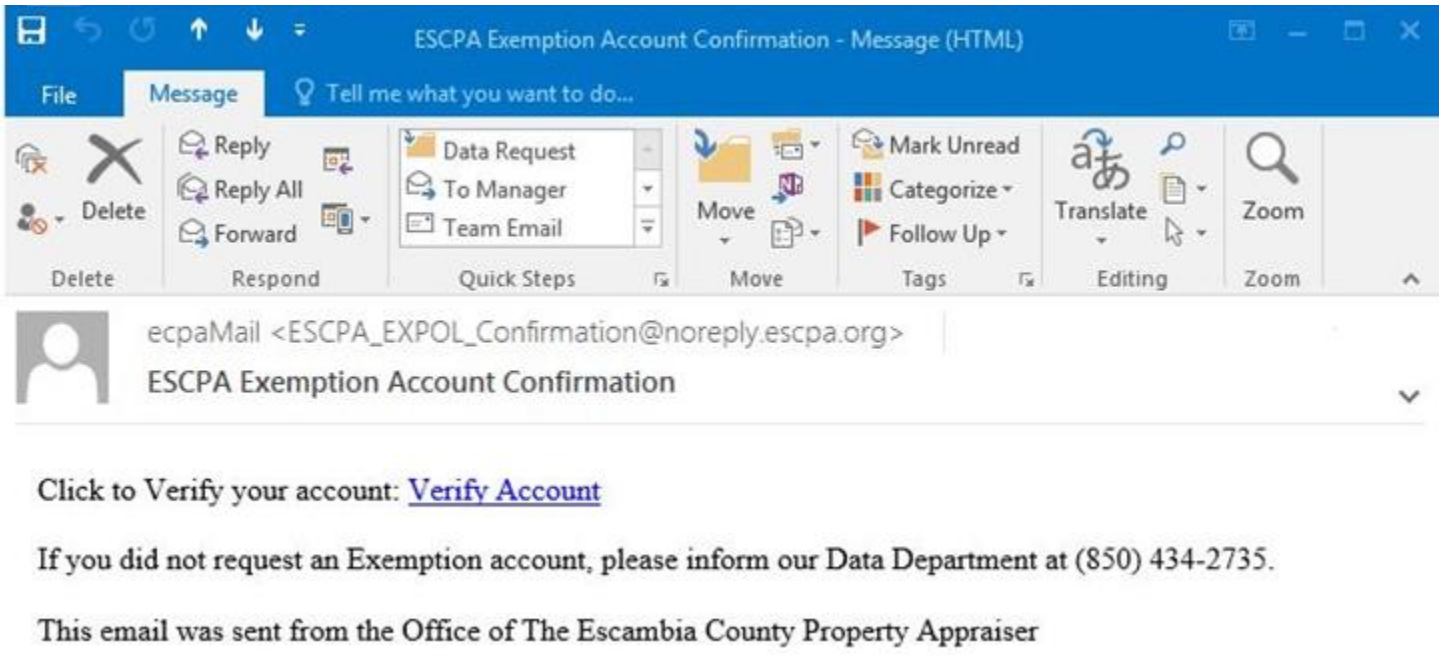


To setup your Homestead Exemption Online Account, enter your email and password, then click the Submit button.

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.

Login



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.

Home / Default



The Home Page allows you to:

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

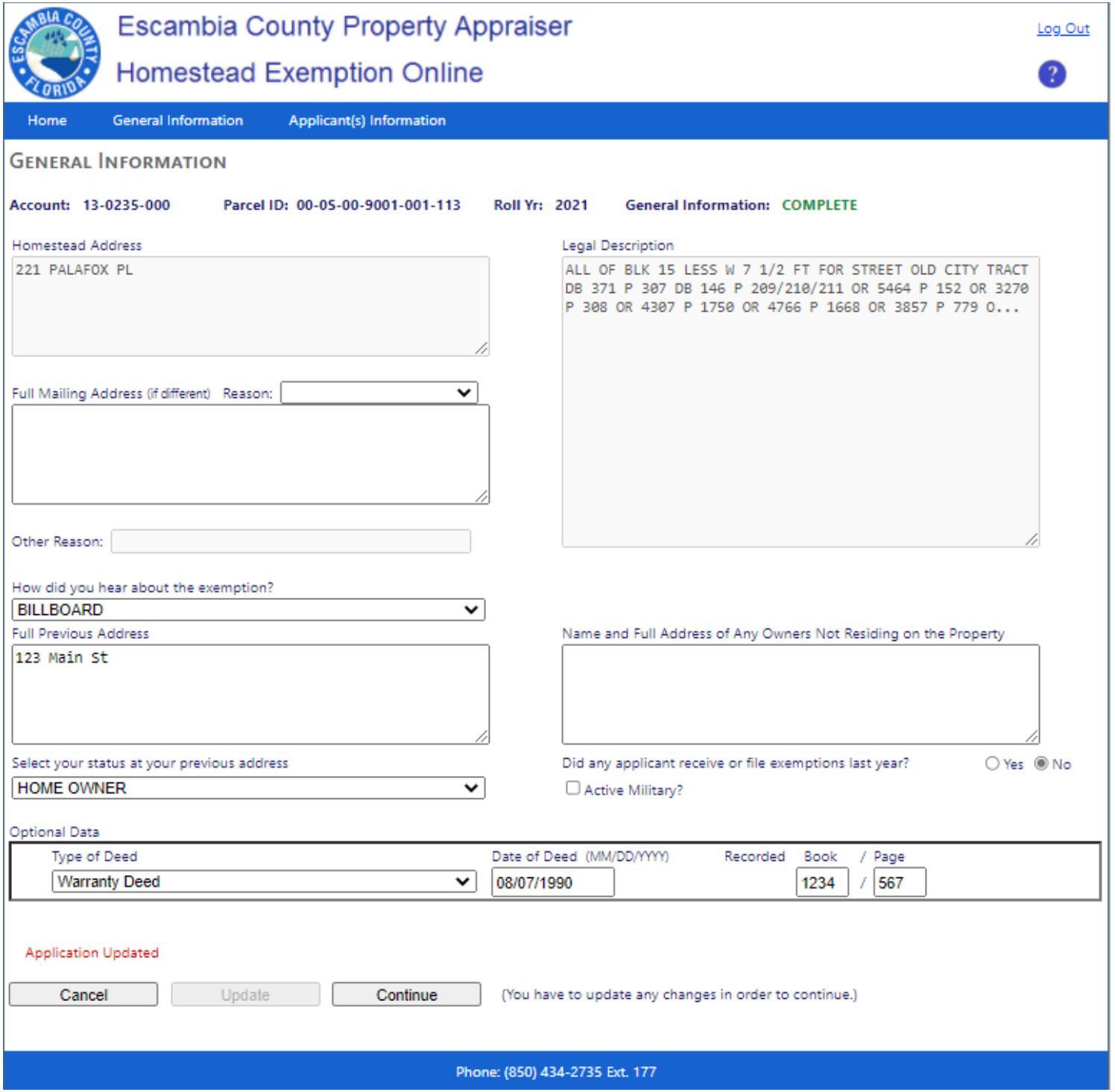
The Submit Application button is not accessible if the General Information or the Applicant(s) Information form is incomplete.

The Home Page also displays your account number, parcel ID, homestead address, email address and the status of your application.



Example showing color coding status indicators.

General Information



The General Information Page displays the following:

- Account Number
- Parcel ID
- 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 General Information 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.

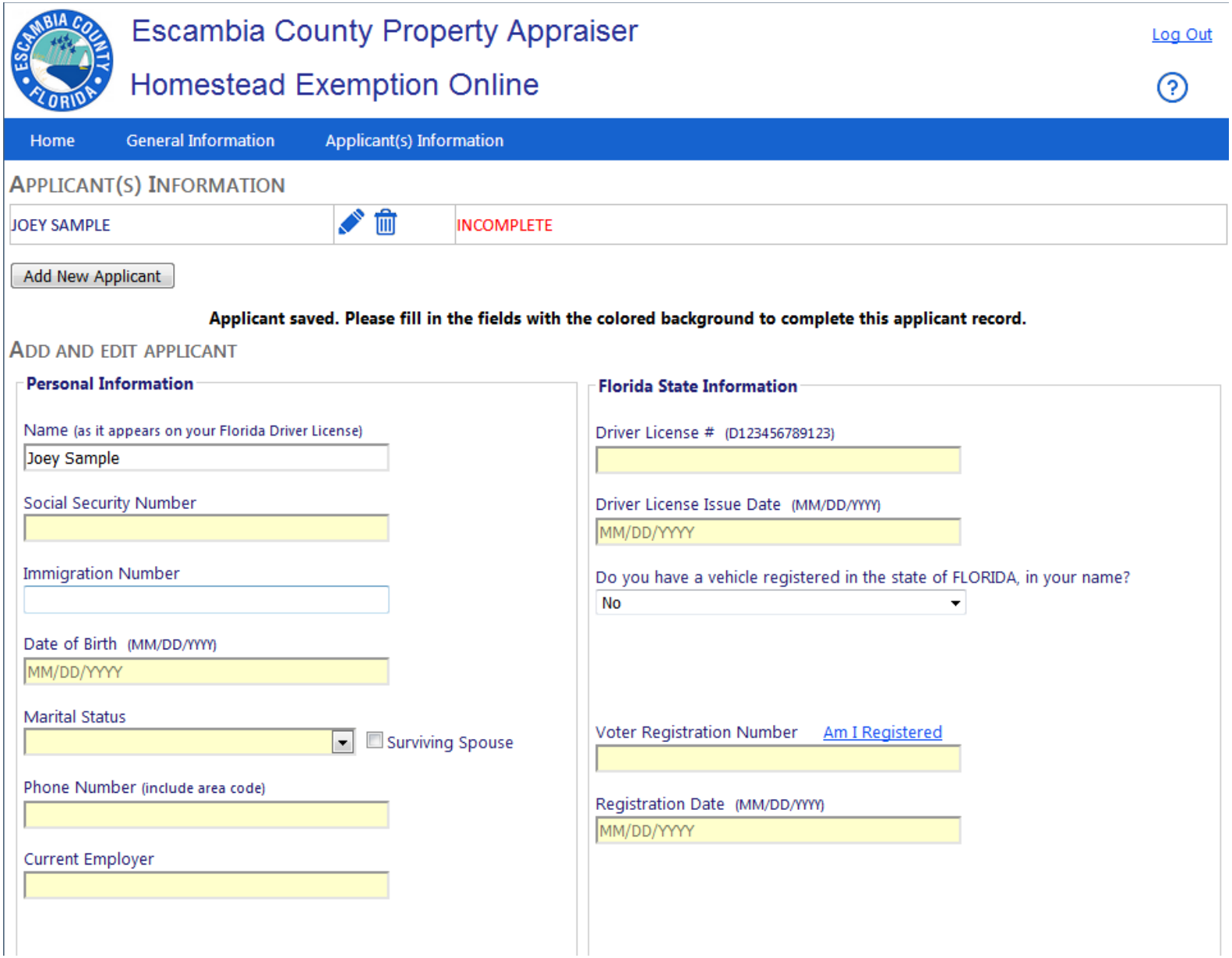
If you are active duty Military, please check the box to indicate your status.

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 General Information Form is complete, click on the Continue button.

Applicant(s) Information



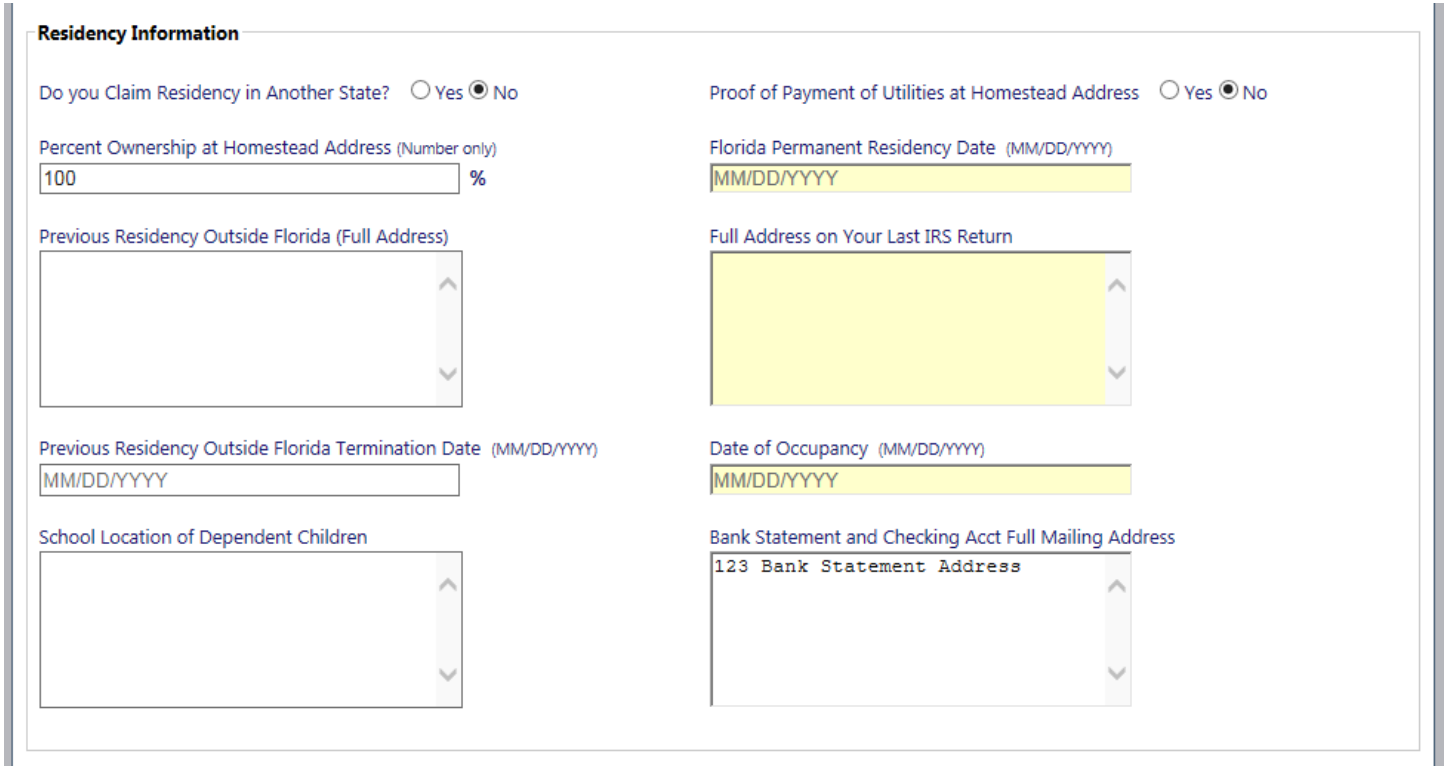
The Applicant(s) Information Form consist of four sections.

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(s) Information form also. If you are a widow(er) of a veteran or First Responder, please check the Surviving Spouse checkbox.

Applicant(s) Information (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



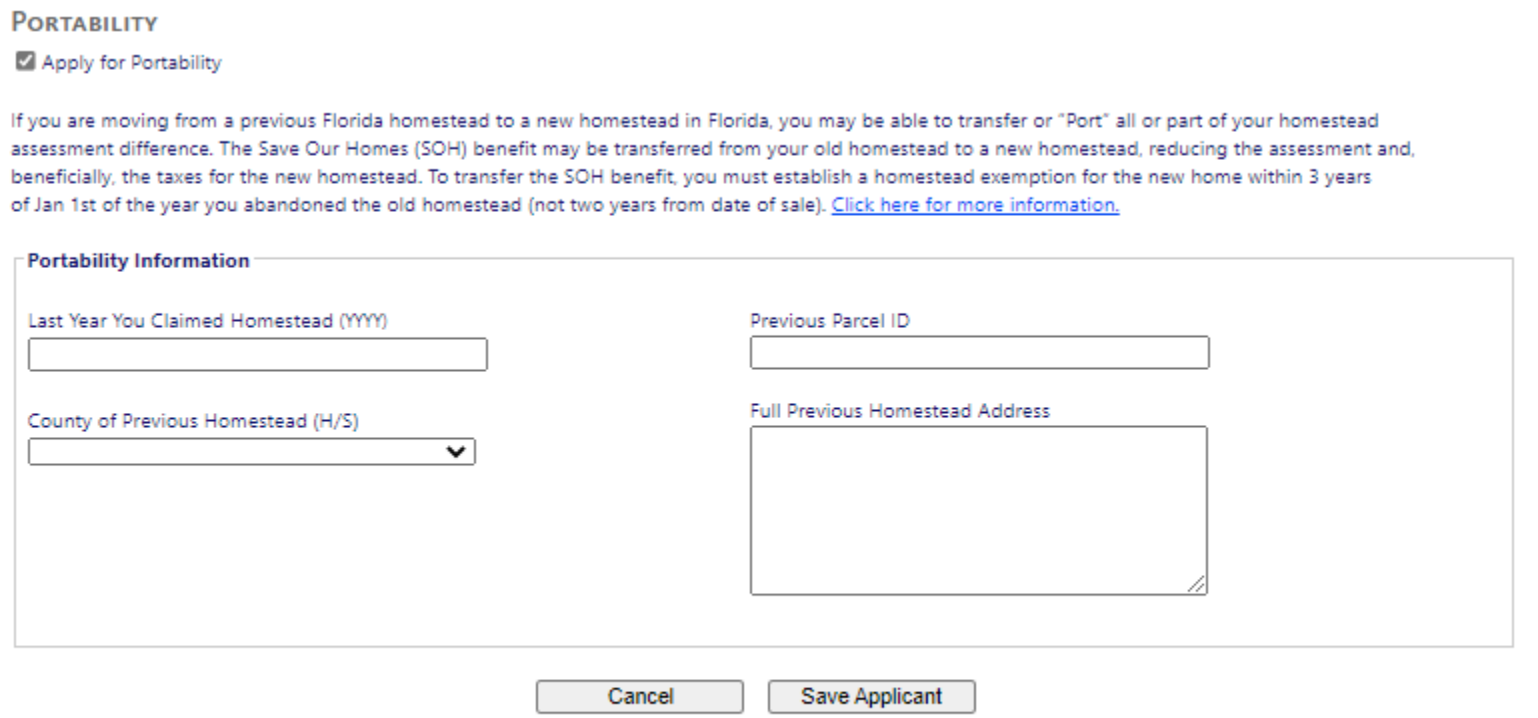
The **Residency Information** section requests you to enter the ownership percentage for the current applicant, if known. If the current applicant claims residency in another state, select "Yes." If the current applicant previously had residency outside of Florida, please enter the address of that residency 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 August 1st, please come into the office to complete an application. It will be processed in accordance with Florida Statutes.

Applicant(s) Information (continued)

Portability

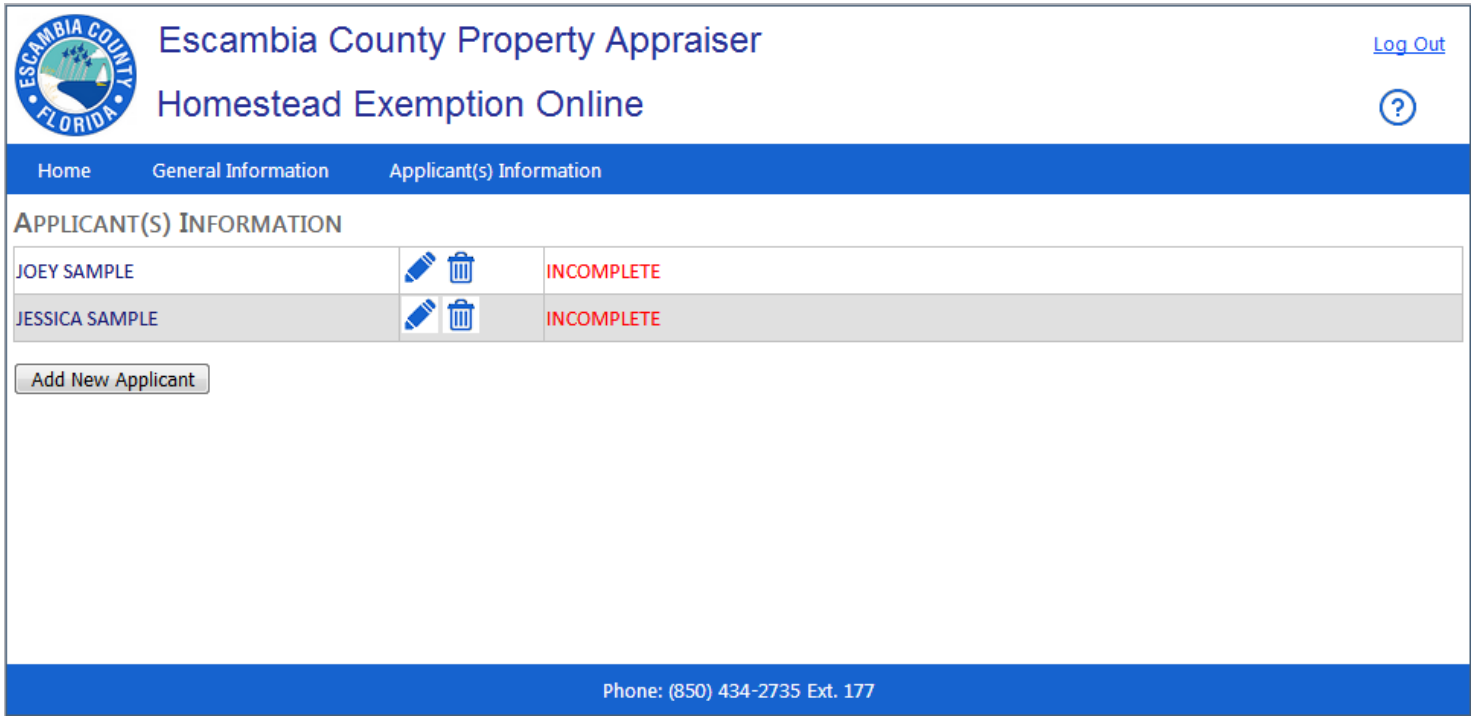


The **Portability Information** section requests you to enter information if you have moved from a previous Florida homestead. If you are moving from a previous Florida homestead to a new homestead in Florida, you may be able to transfer or “Port” all or part of your homestead assessment difference.

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 three years of Jan 1st of the year you moved from the old homestead (not two years from date of sale).

Applicant(s) Information



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.

Submit Application



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.

Application Submitted



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 or further information is required, the Public Information department will notify you by mail.