



**AD VALOREM TAX EXEMPTION APPLICATION AND RETURN  
FOR MULTIFAMILY PROJECT AND  
AFFORDABLE HOUSING PROPERTY**  
Section 196.1978, Florida Statutes

DR-504AFH  
N. XX/XX  
Rule 12D-16.002, F.A.C.  
Effective XX/XX  
Page 1 of 2

This application is for use by owners of affordable housing for persons or families with certain income limits, as provided in section (s.) 196.1978, Florida Statutes (F.S.), to apply for a (select one):

- Affordable Housing Property Exemption     
  Multifamily Project Exemption

This completed application, including all required attachments, must be filed with the county property appraiser on or before **March 1 of the current tax year.**

**General Information** (ALL applicants must complete this section)

Applicant name			
Mailing address		Physical address, if different	
Business phone		County where property is located	
Parcel identification number or legal description			

**Multifamily Project Exemption** (Complete this section if you are applying for an exemption for a multifamily project for affordable housing to persons or families with certain income limits.)

- On January 1 of the current year, how many units of the multifamily project are used to provide affordable housing? \_\_\_\_\_
- Is the property subject to an agreement with the Florida Housing Finance Corporation which provides the property will be used for affordable housing property for extremely-low-income, very-low-income, or low-income limits?  Yes  No
- Is the agreement with the Florida Housing Finance Corporation recorded in the official records of the county where the property is located?  Yes  No
- On January 1 of the current year, has at least 15 years of the recorded agreement been completed?  Yes  No

**Affordable Housing Property Exemption** (Complete this section if you are applying for an exemption from ad valorem tax on affordable housing property.)

- On January 1 of the current year, was the applicant a not-for-profit corporation, qualified as charitable under s. 501(c)(3) of the Internal Revenue Code, and in compliance with Revenue Procedures 96-32, 1996-1 C.B. 717?  Yes  No  
  
If **yes**, attach a copy of the determination letter issued by the Internal Revenue Service, a copy of the Articles of Incorporation, as amended, and a copy of the Bylaws, as amended.  
  
If **no**, attach a copy of the applicant's Articles of Organization, as amended, and other organizing documents evidencing the organization's purpose.
- Does the property provide affordable housing to eligible persons as defined by s. 159.603, F.S.?  Yes  No
- Does the property provide affordable housing to persons or families meeting the income limits specified in s. 420.0004, F.S.?  Yes  No

For use by property appraisers	<u>Application Number</u> _____
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**Affordable Housing Property Exemption - Information and Documentation Required**

1. Provide a copy of the organization's most recent financial statement.
2. Provide a copy of the organization's most recent federal tax return (if filed).
3. Provide the following fiscal and other records showing in reasonable detail the financial condition, record of operation, and exempt and nonexempt uses of the property, where appropriate, for the immediately preceding fiscal year:
  - a. A schedule of payments or advances, directly or indirectly, by way of salaries, fees, loans, gifts, bonuses, gratuities, drawing accounts, commissions or other compensation (except for reimbursements for reasonable out-of-pocket expenses incurred on behalf of the applicant) to
    - any officer, director, trustee, member, or stockholder, or
    - any person, company, or other entity directly or indirectly controlled by the applicant.
  - b. An explanation for the guarantee of any loan to or obligation of any officer, director, trustee, member, or stockholder of the applicant or any entity directly or indirectly controlled by the applicant.
  - c. Any contractual arrangement by the applicant or any officer, director, trustee, member, or stockholder of the applicant regarding the
    - rendition of services;
    - provision of goods or supplies;
    - management of the applicant;
    - construction or renovation of the property;
    - procurement of the real, personal, or intangible property; and
    - other similar financial interest in the affairs of the applicant.
  - d. A schedule of payments or amounts for
    - salaries for operation;
    - services received;
    - supplies and materials;
    - reserves for repair, replacement, and depreciation of the property;
    - any mortgage, lien, and other encumbrances; and
    - other purposes (explain).
  - e. A schedule of charges for services rendered by the applicant. If the charges for services rendered exceed the value of the services rendered, information on whether the excess is used to pay maintenance and operational expenses furthering its exempt purpose or to provide services to persons unable to pay for the services.
  - f. An affirmative statement that no part of the property, or no part of the proceeds of the sale, lease, or other disposition of the property, will inure to the benefit of its members, directors, or officers, or to any person or firm operating for a profit or for a nonexempt purpose.

**Signature** (ALL applicants must complete this section.)

Florida law requires property appraisers to determine whether an organization uses the identified property for exempt purposes before granting an ad valorem tax exemption. Property appraisers will notify you if additional information or documentation is needed to determine eligibility for the exemption requested.

I certify all information on this application, including any attachments, is true, correct and in effect on January 1 of the tax year.

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**Signature** **Title** **Date**

<b>Need Help?</b>	In Florida, local governments are responsible for administering property tax. The best resource for assistance is the property appraiser in the county where the property is located. Find websites for county property appraisers at <a href="http://floridarevenue.com/PTO/countyofficials">floridarevenue.com/PTO/countyofficials</a> .
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