

**2016  
Affordable Housing  
Ad Valorem Tax Exemption**

**NEW APPLICATIONS FOR PROPERTIES RENTED  
AS AFFORDABLE HOUSING**

A separate DR-504 Application and the Affordable Housing "Rental" Affidavit Addendum is required for each property for which you intend to apply for an affordable housing ad valorem tax exemption for Year 2016. (For example, if you have 10 such properties, 10 complete applications are required.)

**FILING INSTRUCTIONS:**

- Complete Sections A and B of the attached DR504, Application for Ad Valorem Tax Exemption (there must be a response to each item). One application for each property.
- include all attachments requested in the application
- sign and date the back of the application
- a copy of any lease or rental agreements for each rental unit as of January 1, 2016
- complete Affordable Housing Rental Affidavit Addendum for each property, if the property is in use as affordable housing as of January 1, 2016
- attach a complete set of your Articles of Incorporation and any Amendments
- attach a copy of your 501( c)(3) designation letter from the IRS
- attach a copy of your sales tax exemption certificate, if applicable

Submit completed application(s) to my attention at this office by the filing deadline,

**5:00 pm on Tuesday, March 1, 2016:**

Mail or Deliver to:  
Duval County Property Appraiser's Office  
Customer Service/Compliance Exemptions Division  
231 E. Forsyth St., Suite 260  
Jacksonville, FL 32202

Fax to: (904) 630-2525

Or

E-mail to: [pacustserv@coj.net](mailto:pacustserv@coj.net)

2016

**AFFORDABLE HOUSING RENTAL AFFIDAVIT ADDENDUM**  
**ADDENDUM TO AD VALOREM TAX EXEMPTION APPLICATION**  
**SECTIONS 196.196 and 196.1978, FLORIDA STATUTES**

**Instructions: Complete this Affidavit if the property was rented for Affordable Housing as of January 1<sup>st</sup> 2016.**

**A separate Application and Affidavit is required for EACH property for which you are seeking renewal of the exemption.**

**BEFORE ME**, the undersigned authority, personally appeared,

Print	Name	Title
<hr/>		
<hr/> Agency		

**WHO AFTER BEING DULY SWORN,**

deposes and says in applying for “affordable housing” ad valorem tax exemption pursuant to the provisions of Section 196.1978, Florida Statutes:

Owner of Property is: \_\_\_\_\_

Location of Property is: \_\_\_\_\_

Real Estate Number: \_\_\_\_\_

1. Does the owner of this property have a 501(c)(3) designation from the IRS as of **JANUARY 1, 2016**. If yes, attach copy.  
\_\_\_\_\_ YES \_\_\_\_\_ NO
2. Does the owner comply with Revenue Procedure 96-32 1996-1, C.B. 717, as of **JANUARY 1, 2016** (copy available upon request) at the property location identified in this Affidavit?  
\_\_\_\_\_ YES \_\_\_\_\_ NO
3. Is the housing provided at this property location used for extremely-low, very-low, low or moderate income persons or families as of **JANUARY 1, 2016**, as defined in Section 420.0004, Florida Statutes?  
\_\_\_\_\_ YES \_\_\_\_\_ NO
4. Is there a deed restriction or Land Use Restriction Agreement on this property? **If Yes, attach copy To this Affidavit.** \_\_\_\_\_ YES \_\_\_\_\_ NO
5. **TOTAL NUMBER OF UNITS** at this location: \_\_\_\_\_
6. **# OF UNITS OCCUPIED AS OF JANUARY 1, 2016** by extremely-low income, very-low income, or low-income persons or families: \_\_\_\_\_

**2016**  
**AFFORDABLE HOUSING RENTAL AFFIDAVIT ADDENDUM**  
**ADDENDUM TO AD VALOREM TAX EXEMPTION APPLICATION**

7. **# OF UNITS OCCUPIED AS OF JANUARY 1, 2016** to moderate income persons or families: \_\_\_\_\_
8. **# OF UNITS UNDER RENOVATION AS OF JANUARY 1, 2016** which will be used by extremely-low income, very-low income, low-income, or moderate persons or families: \_\_\_\_\_
9. **# OF UNITS VACANT AS OF JANUARY 1, 2016** that are not under renovation: \_\_\_\_\_

The following are the current Extremely-Low, Very-Low, Low and Moderate income levels for Duval County, computed to reflect the different family sizes, issued by the Department of Housing and Urban Development (HUD) on March. 6, 2015:

**EXTREMELY LOW INCOME (30%)**

<b><u>Family Size</u></b>	<b><u>Maximum Income</u></b>	<b><u>Family Size</u></b>	<b><u>Maximum Income</u></b>
1	\$ 13,300	5	\$ 28,410
2	\$ 15,930	6	\$ 32,570
3	\$ 20,090	7	\$ 36,730
4	\$ 24,250	8	\$ 40,890

**VERY LOW INCOME (50%)**

<b><u>Family Size</u></b>	<b><u>Maximum Income</u></b>	<b><u>Family Size</u></b>	<b><u>Maximum Income</u></b>
1	\$ 22,200	5	\$ 34,200
2	\$ 25,350	6	\$ 36,750
3	\$ 28,500	7	\$ 39,250
4	\$ 31,650	8	\$ 41,800

**LOW INCOME (80%)**

<b><u>Family Size</u></b>	<b><u>Maximum Income</u></b>	<b><u>Family Size</u></b>	<b><u>Maximum Income</u></b>
1	\$ 35,500	5	\$ 54,750
2	\$ 40,550	6	\$ 58,800
3	\$ 45,600	7	\$ 62,850
4	\$ 50,650	8	\$ 66,900

**MODERATE INCOME (120% of Median)**

Moderate income persons means one or more natural persons or a family, the total annual adjusted gross household income of which is less than 120 percent of the median annual adjusted gross income pursuant to Section 420.004(10), Florida Statutes.

**Duval County: Median Income (\$63,300) x 120% = \$ 75,960 Moderate Income**

**FURTHER AFFIANT SAYETH NOT,**

**NOTICE:** I certify all information on this Affidavit and any attached statements, schedules, etc., are true and correct to the best of my knowledge as of **JANUARY 1, 2016.**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**SWORN TO** and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public My Commission Expires:

**AFFORDABLE HOUSING RENTAL AFFIDAVIT ADDENDUM**  
**ADDENDUM TO AD VALOREM TAX EXEMPTION APPLICATION**

**Pursuant to Section 196.196, Florida Statutes:**

*(5)(a). “Property owned by an exempt organization qualified as charitable under s. 501(c)3 of the Internal Revenue Code is used for a charitable purpose if the organization has taken affirmative steps to prepare the property to provide affordable housing to persons or families that meet the extremely-low-income, very-low-income, low-income, or moderate-income limits, as specified in s. 420.0004. The term “affirmative steps” means environmental or land use permitting activities, creation of architectural plans or schematic drawings, land clearing or site preparation, construction or renovation activities, or other similar activities that demonstrate a commitment of the property to providing affordable housing.*

*(5)(b)1. “If property owned by an organization granted an exemption under this subsection is transferred for a purpose other than directly providing affordable homeownership or rental housing to persons or families who meet the extremely-low income, very-low-income, low-income, or moderate-income limits, as specified in s. 420.0004, or is not in actual use to provide such affordable housing within 5 years after the date the organization is granted the exemption, the property appraiser making such determination shall serve upon the organization that illegally or improperly received the exemption a notice of intent to record in the public records of the county a notice of tax lien against any property owned by that organization in the county, and such property shall be identified in the notice of tax lien. The organization owning such property is subject to the taxes otherwise due and owing as a result of the failure to use the property to provide affordable housing plus 15 percent interest per annum and a penalty of 50 percent of the taxes owed.*

*(5)(b)2. Such lien, when filed, attaches to any property identified in the notice of tax lien owned by the organization that illegally or improperly received the exemption. If such organization no longer owns property in the county but owns property in any other county in the state, the property appraiser shall record in each such other county a notice of tax lien identifying the property owned by such organization in such county which shall become a lien against the identified property. Before any such lien may be filed, the organization so notified must be given 30 days to pay the taxes, penalties, and interest.”*

**196.1978 Affordable housing property exemption.**

*Property used to provide affordable housing to eligible persons as defined by s. 159.603 and natural persons or families meeting the extremely-low-income, very-low-income, low-income, or moderate-income limits specified in s. 420.0004, which is owned entirely by a nonprofit entity that is a corporation not for profit, qualified as charitable under s. 501(c)(3) of the Internal Revenue Code and in compliance with Rev. Proc. 96-32, 1996-1 C.B. 717, is considered property owned by an exempt entity and used for a charitable purpose, and those portions of the affordable housing property that provide housing to natural persons or families classified as extremely low income, very low income, low income, or moderate income under s. 420.0004 are exempt from ad valorem taxation to the extent authorized under s. 196.196. All property identified in this section must comply with the criteria provided under s. 196.195 for determining exempt status and applied by property appraisers on an annual basis. The Legislature intends that any property owned by a limited liability company which is disregarded as an entity for federal income tax purposes pursuant to Treasury Regulation 301.7701-3(b)(1)(ii) be treated as owned by its sole member.*



## OFFICE OF THE PROPERTY APPRAISER

**JERRY HOLLAND**  
DUVAL COUNTY  
PROPERTY APPRAISER

231 E. FORSYTH STREET  
SUITE 260  
JACKSONVILLE, FL 32202  
(904) 630-2020

### DOCUMENTATION NEEDED FOR EXEMPTION

#### NON-PROFIT ORGANIZATIONS: RELIGIOUS, CHARITABLE, LITERARY, SCIENTIFIC, OR EDUCATIONAL:

1. C COPY OF BY-LAWS
2. C COPY OF RECORDED DEED
3. C COPY OF ARTICLES OF INCORPORATION
4. C COPY OF STATE CHARTER (SIGNED BY SECRETARY OF STATE)
5. C COPY OF YOU MOST RECENT FINANCIAL STATEMENT
6. C COPY OF CONSUMER CERTIFICATE OF EXEMPTION
7. P PROOF OF NON-PROFIT STATUS

#### EDUCATIONAL INSTITUTIONS:

1. COPY OF RECORDED DEED
2. COPY OF ACCREDITATION OR MEMBERSHIP OF THE STATE DEPARTMENT OF EDUCATION OF FLORIDA, SOUTHERN ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS OR THE FLORIDA COUNCIL OF INDEPENDENT SCHOOLS
3. PROOF OF NON-PROFIT STATUS

#### HOSPITALS:

1. COPY OF RECORDED DEED
2. COPY OF BY-LAWS
3. COPY OF ARTICLES OF INCORPORATION
4. COPY OF 501C (3)
5. COPY OF LICENSE
6. COPY OF CONSUMER CERTIFICATE OF EXEMPTION

#### Educational Childcare/Gold Seal Qualify Status:

1. Copy of Recorded Deed
2. Copy of Gold Seal Certificate
3. Copy of License
4. Tangible Property Return (Only if any portion of the property is rented or leased)

ALL EXEMPT ENTITIES ARE REQUIRED TO FILE A CURRENT TANGIBLE PERSONAL TAX RETURN ON ANY PORTION RENTED OR LEASED. FOR FURTHER TANGIBLE QUESTIONS, CALL (904) 630-1964.

**Proof of non-profit status is a copy of 501 (c) (3) or any other document as outlined in FS 196.195 (2a-e).**



**Ad Valorem Tax Exemption  
Application and Return**  
(Per 196.195, 196.196, 196.197, 196.2001, 196.2002, Florida Statutes)

Return/Application Number

DR-504  
R. 11/01

For use of organizations applying for exempt status under Chapter 196, Florida Statutes which are organized and operated for one or more of the following purpose(s): (Check one or more)

- ☐ Religious ☐ Literary ☐ Charitable ☐ Scientific ☐ Sewer Water/Wastewater Systems ☐ Education  
☐ Hospitals, nursing homes, and homes for special services. ☐ Other \_\_\_\_\_

**A General Information**

1. Full Name of Organization:	County Where Property is Located:
2. Complete Address:	Business Phone:
3. Address of Property (if different from above):	

4. List All Owners of the Property and their Proportionate Interest:

\_\_\_\_\_

\_\_\_\_\_

5. Legal Description (Appraiser's R.E., parcel no., etc. may be substituted):

\_\_\_\_\_

\_\_\_\_\_

6a. Is the organization incorporated? <input type="checkbox"/> Yes <input type="checkbox"/> No	6c. If yes, is the organization exempt from federal income tax under <input type="checkbox"/> 501(c) (3), I.R.C. <input type="checkbox"/> 501(c) (12), I.R.C., Water, Wastewater Systems, 196.2002, F.S. <input type="checkbox"/> 115 (a), I.R.C. of 1954, Sewer and Water, 196.2001, F.S. Provide a copy of the current exemption determination letter from the Internal Revenue Service.
6b. If no, what is form of organization?	
7a. Is any of this property rented or leased? <input type="checkbox"/> Yes <input type="checkbox"/> No	7b. If yes attach a copy of all active rental and/ or lease contracts last year.

8. Owner's statement of full value:

Real property improvements .....	\$ .....
Real property land .....	\$ .....
Tangible personal property .....	\$ .....

9. What is the property used for?

\_\_\_\_\_

\_\_\_\_\_

10. Is any portion of the above described property used for non-exempt purposes? ☐ Yes ☐ No (If yes attach detailed explanation)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach Extra Sheet if Necessary

<b>B</b>	<b>Attachments</b>	You must attach the following information except when applying for exemption as an educational institution.
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(A) If incorporated, a copy of your articles of incorporation, or if not incorporated, a copy of your constitution, articles of association, declaration of trust or other document setting forth your aims and purposes. (Also, enclose any amendments thereto.)		
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(B) A statement indicating the salaries, fees, loans, commissions, gratuities or other compensation of any officer, director, trustee, member or stockholder of this organization.		
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(C) A statement indicating the guarantee of any loan to or obligation of any officer, director, trustee, member or stockholder of this organization.		
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(D) Any contracts between the applicant and any officer, director, trustee, member or stockholder of the applicant pertaining to: 1. rendition of service, 2. provision of goods or supplies, 3. the management of the applicant, or 4. the construction or renovation of the applicant.		
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(E) A schedule of the following: 1. salaries for the operation of the applicant; 2. services rendered to the applicant; 3. supplies and materials used by the applicant; 4. reserves for repair, replacement and depreciation of the property of the applicant; and 5. mortgage, lien, and encumbrance payments for the property of the applicant.		
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(F) A statement indicating the charges made by the applicant for its services.		
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(G) A statement indicating to what degree the proceeds of the sale, lease, or other disposition of the applicant's property will inure to the benefit of the members, directors, or officers of the applicant.		
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<b>C</b>	<b>Hospitals, Nursing Homes, and Homes for Special Services</b>	Organizations filing for exemption under any of these categories must include the following information in addition to completing Sections A & B.

1. Did you possess a valid license granted under Chapter 395 or 400, Florida Statutes, on January 1 of this year? ☐ Yes ☐ No
2. Have you qualified under Section 501(c)(3) United States Internal Revenue Code 1954? ☐ Yes ☐ No

**WHO MUST FILE?** Any religious, literary, charitable, scientific organizations, hospitals, nursing homes, homes for special services; sewer, waste, wastewater systems not-for-profit corporations.

**WHERE TO FILE?** The application return must be filed with the County Appraiser in the respective county where the property is located.

**WHEN TO FILE?** Application or return must be filed each year on or before March 1.

**ATTACHMENTS:** Every attachment must show the name and address of the organization, the date, an identifiable heading, and that it is an attachment to Form DR-504.

Every organization applying or returning for exemption must complete Section A. Every organization, except educational institutions, must attach the information required in Section B. Hospitals, nursing homes, and homes for special services must complete Section C in addition to A and B.

I certify all information on this form and any attached statements, schedules, etc., are true and correct to the best of my knowledge as of January 1 of this year.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_