**2021**

# 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 2021. (For example, if you have 10 such properties, 10 complete applications are required)

**Filing Instructions:**

- Complete sections A and B of the attached DR-504, Application for ad valorem tax exemption (*there must be a response to **each** item*)
- 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, 2021
- Complete Affordable Housing Rental Affidavit Addendum for each property, if the property is in use as affordable housing as of January 1, 2021
- 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 this office by the filing **deadline** of

**5:00 pm on Monday, March 1, 2021**

**Mail or Deliver to:**

Duval County Property Appraiser's Office
Customer Service/Compliance Exemptions Division
231 E. Forsyth Street, Suite 240
Jacksonville, FL 32202

Fax To: (904) 255-5900
or
E-mail to: pacompliance@coj.net

2021

AFFORDABLE HOUSING RENTAL AFFIDAVIT ADDENDUM

ADDENDUM TO AD VALOREM TAX EXEMPTION APPLICATION

Sections F.S.196.196 and F.S.196.1978

**Instructions:** Complete this Affidavit if the property was rented for affordable housing as of January 1, 2021. 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*

_____

*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, 2021. If yes, attach copy to this Affidavit**.
   ___YES ___NO

2. Does the owner comply with Revenue Procedure 96-32 1996-1, C.B. 717, as of **January 1, 2021**, (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, 2021**, 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**:** _____ (*Input Number Here*)

6. **Number of Units Occupied** as of **January 1, 2021:** _____ (*Input Number Here*)
   *Must Be Occupied By: Extremely-low Income, Very-low Income, or Low-Income Persons or Families*

7. **Number of Units Occupied** as of **January 1, 2021:** _____ (*Input Number Here*)
   *Must Be Occupied By: Moderate Income Persons or Families*

2021

AFFORDABLE HOUSING RENTAL AFFIDAVIT ADDENDUM

ADDENDUM TO AD VALOREM TAX EXEMPTION APPLICATION

Sections F.S.196.196 and F.S.196.1978

8. **Number of Units Under Renovation** as of **January 1, 2021:** _____ (*Input Number Here*)

*Must Be Occupied By: Extremely-low Income,*
*Very-low Income, or Low-Income*
*Moderate Income Persons or Families*

9. **Number of Units Vacant** as of **January 1, 2021:** _____ (*Input Number Here*)
**(*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 April 24, 2019**:**

**EXTREMELY LOW INCOME (30%)**

| FAMILY SIZE | MAXIMUM INCOME | FAMILY SIZE | MAXIMUM INCOME |
|---|---|---|---|
| 1 | $17,750 | 5 | $30,680 |
| 2 | $18,000 | 6 | $35,160 |
| 3 | $21,720 | 7 | $39,640 |
| 4 | $26,200 | 8 | $44,120 |

**VERY-LOW INCOME (50%)**

| FAMILY SIZE | MAXIMUM INCOME | FAMILY SIZE | MAXIMUM INCOME |
|---|---|---|---|
| 1 | $26,250 | 5 | $40,500 |
| 2 | $30,000 | 6 | $43,500 |
| 3 | $33,750 | 7 | $46,500 |
| 4 | $37,500 | 8 | $49,500 |

**LOW INCOME (80%)**

| FAMILY SIZE | MAXIMUM INCOME | FAMILY SIZE | MAXIMUM INCOME |
|---|---|---|---|
| 1 | $42,000 | 5 | $64,800 |
| 2 | $48,000 | 6 | $69,600 |
| 3 | $54,000 | 7 | $74,400 |
| 4 | $60,000 | 8 | $79,200 |

**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 ($75,000) x 120% = $90,000 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, 2021.**

SIGNED _____ DATE _____

**SWORN TO** and subscribed before me this _____ day of _____, 2021.

_____
*Notary Public* *My Commission Expires*: _____

2021

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."

2021

AFFORDABLE HOUSING RENTAL AFFIDAVIT ADDENDUM

ADDENDUM TO AD VALOREM TAX EXEMPTION APPLICATION

## 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 subsection 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. If the sole member of the limited liability company that owns the property is also a limited liability company that is disregarded as an entity for federal income tax purposes pursuant to Treasury Regulation 301.7701-3(b)(1)(ii), the Legislature intends that the property be treated as owned by the sole member of the limited liability company that owns the limited liability company that owns the property. Units that are vacant and units that are occupied by natural persons or families whose income no longer meets the income limits of this subsection, but whose income met those income limits at the time they became tenants, shall be treated as portions of the affordable housing property exempt under this subsection if a recorded land use restriction agreement in favor of the Florida Housing Finance Corporation or any other governmental or quasi-governmental jurisdiction requires that all residential units within the property be used in a manner that qualifies for the exemption under this subsection and if the units are being offered for rent.

**OFFICE OF THE PROPERTY APPRAISER**

**JERRY HOLLAND**
DUVAL COUNTY
PROPERTY APPRAISER

231 E. FORSYTH STREET
JACKSONVILLE, FL 32202
(904) 630-2021

# DOCUMENTATION NEEDED FOR EXEMPTION

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

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

EDUCATIONAL INSTUTIONS:

1. COPY OF RECORDED DEED
2. COPY OF ACCREDITATION OR MEMBERSHIP OF THE STATE DEPARTMENT OF EDUCATON 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 STATE IS A COPY OF 501(C)(3) OR ANY OTHER DOCUMENT AS OUTLINED IN F.S. 196.195(2a-e).**

# AD VALOREM TAX EXEMPTION APPLICATION AND RETURN

Sections 196.195, 196.196, 196.197, 196.1978, 196.198, 196.2001, 196.2002, Florida Statutes

Application # _____

DR-504
R. 01/18
Rule 12D-16.002
FAC
Eff. 01/18

This application is for ad valorem tax exemption under Chapter 196, Florida Statutes, for organizations that are organized and operate for one or more of the following purposes: (check all that apply)

☐ Religious ☐ Literary ☐ Charitable ☐ Scientific ☐ Sewer water/Wastewater systems ☐ Educational

☐ Hospitals, nursing homes, and homes for special services ☐ Affordable housing / Multi-Family housing

☐ Other: _____

The application and return must be filed each year with the county property appraiser on or before March 1.

## A. General Information

| | | | |
|---|---|---|---|
| Name of organization | | | |
| Mailing address | | Physical address, if different | |
| Business phone | | County where property is located | |

List all owners of the property and their proportionate interest.

_____ ____% _____ ____%

_____ ____% _____ ____%

Legal description or parcel ID

1. Is the organization incorporated? ☐ Yes ☐ No

   If yes, is the organization exempt from federal income tax under

   ☐ 501(c)(3), I.R.C. ☐ 501(c)(12), I.R.C., Water, Wastewater Systems, 196.2002, F.S.

   ☐ 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.

   If no, what is the form of organization?

2. Is any of this property rented or leased? ☐ Yes ☐ No

   If yes, attach a copy of all active rental and lease contracts for last year.

3. Owner's statement of full value:

   Real property _____

   Real property improvements _____

   Tangible personal property _____

4. How is the property used?

5. Is any portion of the property used for non-exempt purposes? ☐ Yes ☐ No

   If yes, provide a detailed explanation.

Add pages, if needed.

**B. Hospitals, Nursing Homes, and Homes for Special Services** Organizations filing for exemption under this category must include the following information in addition to completing sections A & D.

1. Did you possess a valid license under Chapters 395, 400, or part I of Chapter 429, 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

**C. Affordable Housing / Multi-Family Affordable Housing** Organizations filing for exemption under this category must include the following information in addition to completing sections A & D.

1. How many units are used to provide affordable housing?
2. As of January 1, have there been at least 15 completed years of the recorded agreement terms on the portion of the affordable housing property for extremely-low, very-low, or low-income limits? ☐ Yes ☐ No
3. Is the property subject to an agreement with the Florida Housing Finance Corporation? ☐ Yes ☐ No
4. Is the agreement recorded in the official records of the county? ☐ Yes ☐ No

**D. Attachments** You must attach the following information except when applying for exemption as an educational institution.

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

1. If incorporated, a copy of your articles of incorporation

   If not incorporated, a copy of your constitution, articles of association, declaration of trust, or other document setting your aims and purposes, including any amendments
2. A statement indicating the salaries, fees, loans, commissions, gratuities, or other compensation of any officer, director, trustee, member, or stockholder of this organization.
3. A statement indicating the guarantee of any loan to or obligation of any officer, director, trustee, member, or stockholder of this organization.
4. Any contracts between the applicant and any officer, director, trustee, member, or stockholder of this organization pertaining to:
   a. rendition of service
   b. provision of goods or supplies
   c. the management of the applicant
   d. the construction or renovation of the applicant
5. A schedule of the following:
   a. salaries for the operation of the applicant
   b. services rendered to the applicant
   c. supplies and materials used by the applicant
   d. reserves for repair, replacement, and depreciation of the property of the applicant
   e. mortgage, lien, and encumbrance payments for the property of the applicant
6. A statement indicating the amounts the applicant charged for its services.
7. 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 organization's members, directors, or officers.

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.

| Signature | Title | Date |
|---|---|---|

The property appraiser may require additional information to determine your eligibility for the exemption requested.