



Homestead Exemption online Filing

Taxpayers can file for the exemption online. Go to PAPA at the address below to begin. Every person who has legal title **on January 1** to a residential property and lives there permanently qualifies for this exemption. You must be a permanent resident of Florida on January 1 of the initial application year. Deadline for filing is March 1, 2012.

<https://secure.co.palm-beach.fl.us/papaefile/web/heapplication/login.aspx>

In order to begin your filing process you will need to:

1. Gather necessary documentation establishing your qualifications to file.
2. Request a Personal Identification Number.
3. Log in to online filing.

Gather necessary documents:

Florida Driver's License or Florida ID (for all applicants)
Social Security Number (of all owners and all spouses applying)
Florida Vehicle Registration (for all applicants)
Palm Beach County Voter ID with Homestead Address (for all applicants who are US-citizens)
Proof of Permanent Residency (for non US-citizens)
Recorded Deed

Request a Personal Identification Number (PIN) for secure application processing. The PIN and your e-mail address will identify you as an approved filer for your property. You will need to correctly locate your property's Book and Page Number which can be found on your deed. You will need your property's Official Records Book and Page (ORB/P). This can be found on your recorded deed. If you do not have your recorded deed, you cannot file for Homestead Exemption at this time. Please contact your closing agent to ascertain when your deed will be recorded, or check back on the property records search in PAPA to find your property record and deed information. Deed information is updated daily.

Once your application is submitted, the Property Appraiser's Office will review and process the information. A receipt will be emailed to you.

For more information or to apply, call us at (561) 355-2866 or visit us at any of our five Service Centers