





## Change of Ownership or Control Non-Homestead Property Instructions

Submit this form to the property appraiser for the county where the property is located within **60 days** of the change of ownership or control, if a deed documenting the change was not recorded with the county clerk of court. **If you recorded a deed for this change, you are not required to submit this form.**

### Change of Control:

A change of control typically occurs when any person or group acquires more than 50% ownership of a property or entity owning a property. This change of ownership or control can take place as a result of a sale, foreclosure, or transfer of legal title or beneficial title in equity to any person, or the cumulative transfer of control or of more than 50 percent of the ownership of the legal entity owning the property (sections 193.1554(5) and 193.1555(5), Florida Statutes).

The new owner should check with the previous owner if he or she is unsure of whether there was a cumulative change of ownership or control.

### Who completes a Change of Ownership or Control Form DR-430?

Unless a deed was recorded with the county clerk of court documenting a change of ownership or control (section 193.1556, Florida Statutes), any person or entity that obtains a controlling interest in any non-homestead real property in Florida must promptly notify the county property appraiser of this change. A person who cumulatively transfers control of a legal entity owning a property may complete Form DR-430 to document the change in ownership or control, but is not required to do so.

You do not need to complete Form DR-430 if:

- A deed documenting a change of ownership of the property is promptly recorded with the county clerk of court.
- You are correcting an error.
- The transfer is between legal and equitable title.
- The transfer is between husband and wife, including a transfer to a surviving spouse or dissolution of marriage. This exemption from the filing requirement applies only to non-homestead residential property containing nine or fewer dwelling units, including vacant property zoned and platted for residential use (section 193.1554, Florida Statutes).

### Completing a Change of Ownership or Control Form DR-430:

Unless a deed documenting the change of ownership or control was recorded with the clerk of court, the new owner(s) of the property must promptly supply the following information to the property appraiser of the county where the property is located:

- New owner's contact information.
- Legal name of the business entity.
- Physical address of the property (all property that changed control within the county must be reported).
- Parcel ID number of the property.
- Type of property (e.g. commercial, industrial, residential, vacant land).
- Legal description of the property.
- Date of sale or transfer of control.
- Signature affirming the above information is true and correct.

The owner must complete separate forms for each property and/or for property located in different counties.

Contact information and mailing addresses for all 67 Florida property appraisers are on the Department of Revenue's web site at: <http://dor.myflorida.com/dor/property/appraisers.html>.

### Interest and Penalties:

If the new owner does not promptly notify the property appraiser of a change of ownership or control, the property owner(s) may be subject to:

- Any taxes avoided plus 15% interest each year, and
- A penalty of 50% of the taxes avoided.

The property appraiser may record a notice of tax lien on any property that receives the Amendment 1 10% assessment limitation if the new owner failed to promptly notify the property appraiser of any change of ownership or control as required by section 193.1556, Florida Statutes. The owner(s) will be named in the notice of tax lien and will be responsible for the payment of all taxes and penalties.