



PROPERTY SEPARATION REQUEST

OFFICE OF THE PROPERTY APPRAISER
111 NW First Street, Suite 710
Miami, Florida 33128-1984

NOTICE

1. All taxes must be paid prior to separation.
2. Owner must complete, sign, date and have this form notarized.
3. Submit legal description and survey(s) for each parcel as it would appear after separation.
4. If subject property is a condominium, owner must submit a letter from the condominium association acknowledging Property Separation Request and property's physical status as separate units, including unit numbers.
5. Owner should contact their municipality to verify that the portion/s being divided comply with planning and zoning rules and regulations set by the municipality.

NOTIFICATION

The Property Appraiser reserves the right to investigate and inspect the premises to confirm the status. If the property is mortgaged, the property owner must notify all mortgagors associated with the properties listed below. All requested information submitted to the Office of the Property Appraiser will be subject to review. Owner acknowledges conditions of separation. Meeting the above conditions does **not** imply approval of separation.

STEP 1: IDENTIFY ALL PROPERTIES

List all applicable **FOLIO NUMBERS**: _____

List all applicable **PROPERTY ADDRESSES**: _____
(Indicate principal property address)

STEP 2: ANSWER THE FOLLOWING QUESTIONS

List any parcel with homestead exemption: _____

Is parcel vacant? _____ If no, how many building structures/units are on parcel: _____

Does Unity of Title exist on parcel(s) described above? _____

Reason for separation: _____

STEP 3: SIGN AND DATE THIS REQUEST

***Current owner(s) of record or their attorney (with a power of attorney) must sign request & have form notarized below.**

Signature

Name/Title

Telephone Number

Date

STEP 4: NOTARIZE THIS REQUEST

The foregoing instrument was acknowledged this ____ day of _____, 20__ by _____,

who is personally known to me or has provided _____ as identification and who did/did not take an oath.

(SEAL)

Notary Public, State of Florida at Large

Office Use Only: (check if attached)

Review for Tax Year: _____ Homestead Application: _____ Letter from Homeowner's Assn.: _____

Letter from Owner: _____ Floor plan or design: _____ Other: _____