

Governmental Center - First Floor
Exemption Services Department
301 North Olive Avenue
West Palm Beach, Florida 33401
(561)355-2866 Fax: (561)355-4416



Gary R. Nikolits, CFA
Palm Beach County
Property Appraiser

U. S. POST OFFICE BOX REQUEST GUIDELINES

The Property Appraiser utilizes your Homestead Property address as a form of annual verification that you reside on that property, as required by Section 196.031 (1) Florida Statutes.

We will allow exceptions to the guidelines only if the documentation that is listed on the request form is enclosed and your U. S. Post Office Box is located in the general area of your homesteaded address.

Required documentation shall include but is not limited to the following:

- The report or complaint you made to the local authorities or the U.S. Post Office about the delivery or non-delivery your mail.
- Letterhead correspondence from local authorities, U.S. Post Office, your Homeowners Association or any other relevant agency regarding the delivery or non-delivery of your mail.
- Letterhead correspondence from your employer regarding travel requirements for your job.

If you travel, you may wish to notify the U. S. post office to hold your mail until your return.

Failure to provide the above documentation would result in the denial of your request. The Property Appraiser's Office does **NOT ALLOW CHANGES OF THE HOMESTEADED ADDRESS FOR CONVENIENCE PURPOSES.** (Private/Commercial mail boxes are not acceptable.)

If you should have any questions or need further assistance, please do not hesitate to contact us at (561) 355-2866.

Sincerely yours,

DOWNTOWN SERVICE CENTER
Palm Beach County Property Appraiser's Office

West County Service Center
2976 State Road 15
Belle Glade, FL 33430
TEL: (561) 996-4890
FAX: (561) 996-1661

South County Service Center
14925 Cumberland Dr
Delray Beach, FL 33446
TEL: (561) 276-1250
FAX: (561) 276-1278

North County Service Center
3188 PGA Boulevard – Ste. 2301
Palm Beach Gardens, FL 33410
TEL: (561) 624-6521
FAX: (561) 624-6565

Mid-Western Service Center
200 Civic Center Way – Ste. 200
Royal Palm Beach, FL 33411
TEL: (561) 784-1220
FAX: (561) 784-1241

GARY R. NIKOLITS, CFA
PALM BEACH COUNTY PROPERTY APPRAISER

POST OFFICE BOX REQUEST

The Property Appraiser's office has received your request to change your Homestead Exemption address to a Post Office Box.

The Property Appraiser utilizes your Homestead Property address as a form of verification on that property, as required by Section 196.031(1), Florida Statutes.

To be considered for use of a U.S. Post Office Box on Homestead Exemption property, we will need the following information:

Reason(s) for U.S. Post Office Box with documentation to support your request:

Owner(s) Name: _____

Property Control Number: _____

Homestead Exemption Address:

City: _____ State: _____ Zip: _____

Requested P.O. Box #: _____ City: _____ State: _____ Zip: _____

I understand a request for a Post Office Box requires annual verification of my primary residence. The U.S. Post Office Box must be located in Palm Beach County; within the general area of the situs address (private/commercial P.O. Boxes are not accepted)

Signature(s) (all owners)

(Date)

A request for a post office box address on a homestead property necessitates a field inspection conducted by the Property Appraiser. If you choose to use a Post Office Box address rather than your Homestead Property address, the Property Appraiser will visit your house annually to verify that you reside on the Homestead property. In addition, annual verification of continued Florida residency is required. Additional information may be solicited at random.

Please send completed form to:

Governmental Center – 1st Floor
Palm Beach County Property Appraiser
Downtown Exemption Services Center
301 North Olive Avenue
West Palm Beach FL 33401
Tel: (561) 355-2866 Fax: (561) 355-4416