

Instructions for Filling Out Portability Application (DR – 501T)

PART 1: NEW HOMESTEAD (Fill in all blocks)

Enter your name in the applicant name box, the new homestead address, your phone #, the 17-digit parcel ID number of the new homestead, the County, and the total number of Owners/Homestead Applicants at the new homestead address.

The 17 digit parcel ID number can be found on our website under either the property search or map search, on a tax bill, or a proposed tax notice.

IMPORTANT NOTE: The applicants listed on the form must have received a homestead exemption on the previous homestead property and must be owners of the new homestead.

PART 2: PREVIOUS HOMESTEAD (It is very important that this information is accurate)

Enter all the information from your previous homestead. Enter the street address, City, State and Zip, the parcel ID number or other identifying number used by the former Property Appraiser to identify the parcel, the county in which it was located, and the date you sold the property or no longer used it as your homestead.

List all co-applicants for the previous homestead property that are applying for this transfer. (Do not list someone that did not own and live at the former homestead.) Attach an additional page if necessary.

List all owners from the previous homestead who are not applying as a co-applicant for this transfer. Did any of these owners remain in the former homestead? Check the box either Yes or No.

IMPORTANT NOTE: Co-applicants transferring from a different previous homestead must fill out a separate form.

Part 3: SIGNATURES (The applicant and all co-applicants must sign and date)

After completion of Part 3, return this form:

In person at 301 N. Olive Ave, Fifth Floor, West Palm Beach, FL 33401 or any of our branch office.

By mail at Palm Beach County Property Appraiser, Attn: Portability Services, 301 N. Olive Ave, Fifth Floor, West Palm Beach, FL 33401

IMPORTANT NOTE: If you and your spouse (or former spouses) are current or former, joint owners of qualifying property and want to designate shares of the homestead assessment difference. You must file a DR-501TS (DESIGNATION OF OWNERSHIP SHARES OF ABANDONED HOMESTEAD) prior to filing your DR-501T. If the Designation of Ownership Shares is received after your portability application, it cannot be used.

Portability forms can be downloaded from our website at www.pbcgov.org/papa/portability.htm

If you have questions about your portability application, please contact us at 561-355-4091.