



Military Personnel with Homestead Exemption Handout

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(With PCS orders relocating away from Brevard County)

Florida statutory law allows for active duty service members **currently receiving Homestead Exemption**, who receive PCS orders relocating them away from Brevard County, to continue to qualify for the homestead exemption, even if they elect to lease/rent their property. However, there are eligibility requirements that must be met and an annual renewal process that must be completed for the duration of your relocation away from Brevard County.

Eligibility Requirements (Must meet **all** requirements listed below)

1. Owner must be active duty as of January 1 of the year in which you are applying.
2. Submit a copy of the PCS orders to our office. Without a copy of your most recent PCS orders on file, you will not be eligible to maintain your Homestead Exemption, per F.S. 196.015 (2).
3. Have the intention of returning to the homesteaded property immediately upon retirement, separation from active duty, or upon receipt of PCS orders relocating you back to this area.
4. Neither you nor your spouse can claim or be receiving any type of residency based property tax benefit, discount or exemption on any other property, nationwide. This rule applies even if the spouse is not listed as an owner on the property in Brevard County.
5. Submit response to the annual Keep Track Questionnaire (KTQ). These forms are mailed the first part of January and are due back by the filing deadline of mid April. A completed form is required to continue to ensure all eligibility requirements are met.
6. Maintain a current mailing address with our office at all times. Address updates must be submitted in writing using either the Renewal/Removal Form, the Address Change Request Form (obtained from our website or from our office), or by notifying our office via email.
7. Maintain FL as your state of residency and this home as your place of legal residence.

What you will need to file

- Copy of PCS Orders
- Florida Drivers License or ID Card
- Vehicle Registration
- Social Security card
- Copy of Deed
- If dwelling in manufactured Home, Title or Registration

Note Under normal circumstances, active duty military members are not required to obtain a driver's license in a different state, if they are living there due to PCS orders. Obtaining a license from a different state is usually indicative of the decision to change your place/state of residency and is normally done for personal reasons/preferences, not because it is required by law.

Annual Renewal Process

It is the responsibility of the active duty member or authorized representative to submit a completed response to the annual Keep Track Questionnaire (KTQ) by the mid April deadline and to ensure our office has a copy of your most recent PCS orders on file. Because the renewal forms are mailed via regular mail each year, it is imperative to keep our office notified of any address changes.

All military exemption inquiries and documents (i.e. PCS orders, applications, etc.) can be submitted to Mr. White via email, fax, mail, or dropped off at any office location.

Email: lee.white@bcpao.us Fax: (321) 690-6803 Mail: P.O. Box 429 Titusville, FL 32781-0429