

# REQUEST FOR SPLIT AND/OR JOIN

Date: \_\_\_\_\_  
Owner Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Owner Phone: \_\_\_\_\_  
Owner Email: \_\_\_\_\_

I request the Land Records Division of the Duval County Property Appraiser's Office to:

Join  Split  For Tax Year: \_\_\_\_\_ Attach Recorded Legal Description if required.  
(Ex. metes and bounds description. See box below.)

Account Numbers to be split/joined:  
(Account #s must be titled the same - i.e. have the same ownership.)

Account# \_\_\_\_\_ Account# \_\_\_\_\_  
Account# \_\_\_\_\_ Account# \_\_\_\_\_  
Account# \_\_\_\_\_ Account# \_\_\_\_\_  
Account# \_\_\_\_\_ Account# \_\_\_\_\_  
Account# \_\_\_\_\_ Account# \_\_\_\_\_

(If more spaces are needed, please attach a list.)

Based on the information and legal descriptions provided, the properties may not be able to be joined or split for the requested tax year. If the property to be split is a metes and bounds description, a copy of the legal description will need to be recorded into the public records of Duval County prior to property being split.

**PLEASE NOTE:** There will be no homestead exemption or homestead assessment cap applied to any additional property that may be tied to an existing homestead. It is the property owner's responsibility to reapply for a homestead exemption to include the additional property.

Taxes current: Yes  No   
Clear of any/all municipal liens: Yes  No   
Parcels contiguous: Yes  No   
Parcels in same tax district: Yes  No   
Clear of any building encroachments: Yes  No

Were you the owner(s) of record as of January 1 of this year? Yes  No   
*If you were not the owner of record as of January 1, you are not eligible to request a cut-out for this tax year.*

All blanks must be completed and form must be signed by the owner/representative before processing.

**Signing below acknowledges that the owner(s) has read and understands the information provided above and on the back of this form; and that the owner(s) and/or representative was afforded the opportunity to ask questions, seek clarification and/or obtain additional information prior to requesting this action.**

Signature of Owner(s) or Owner's Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
(If submitted and signed by a representative, a letter of authorization from the owner(s) is required.)

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Notes: \_\_\_\_\_

This split/join will be effective for the 20\_\_\_\_ Tax Year.

PAO Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**Office of the Property Appraiser  
Duval County, Florida  
Joyce Morgan, Property Appraiser  
www.duvalpa.com**

## IMPORTANT NOTICES REGARDING SPLITS AND/OR JOINS

1. Parcel splits or joins made at the request of the property owner or owner's representative are processed by the Property Appraiser for taxation purposes only and do not affect ownership, nor recorded title or legal description.
2. Splitting or joining property may increase or decrease taxes by affecting existing capped values. If at a future date, you choose to reverse the process, the cap cannot be restored to its former level.
3. The Property Appraiser's Office is not and may not be held responsible for any taxes, penalties or interest that may accrue due to acts herein of the property owner, the owner's representatives or other parties.
4. It is the property owner's responsibility to contact appropriate agencies before applying for a split or join to determine how such action will impact land development, zoning or other issues relating to the property. Taxpayers using the quarterly payment plan with the Tax Collectors Office must call in November to request a new payment plan with the new RE number.
5. The Property Appraiser's Office cannot by law split or join parcels until all due or delinquent taxes have been paid to the Tax Collector, pursuant to *Florida Statute 197.192*.
6. If the parcels herein split or joined are encumbered by a mortgage, it is the owner's responsibility to notify the mortgage company of the change.
7. If the parcels herein split or joined involve multiple owners, the filer certifies to be acting on behalf of and with consent of all owners of record.
8. If the parcels herein affected include a homestead exemption and the intent is that a homestead exemption will extend to the entire new tax parcel, a new homestead exemption application must be filed.

**For more information please contact:**

Land Records Division  
Office of the Property Appraiser  
Duval County, Florida  
231 E. Forsyth Street, Suite 230  
Jacksonville, Florida 32202

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