



**DOROTHY JACKS**  
CFA, AAS  
Palm Beach County Property Appraiser

Governmental Center - Fifth Floor  
301 North Olive Avenue  
West Palm Beach, FL 33401  
tel 561.355.3230  
fax 561.355.3963  
pbcgov.org/papa

**Governmental Center – First Floor  
Exemption Services Department**  
301 North Olive Avenue  
West Palm Beach, FL 33401  
tel 561.355.2866  
fax 561.355.4416

TAX YEAR: \_\_\_\_\_

\_\_\_\_\_ WITHDRAWAL FORM

I, \_\_\_\_\_ no longer  
qualify for \_\_\_\_\_ on the property located at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Control Number (PCN): \_\_\_\_\_

REASON FOR REMOVAL:

- The property is no longer my primary residence.
- The property is being rented.
- The owner is deceased. (Copy of Death Certificate required)  
\* Legal proof of being the Personal Representative of the Estate is required to change the mailing address.
- I no longer occupy the property.
- The property has been sold.
- Other: \_\_\_\_\_

Signature: \_\_\_\_\_

*By my signature, I authorize the removal as of January 1  
for the TAX YEAR listed above; and I acknowledge I must  
reapply in the future.*

Date Signed: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Change Mailing Address to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Florida law states that it is the duty of the owner of any property to notify the Property Appraiser promptly whenever the use of the property or the status or condition of the owner changes so as to change the exempt status of the property. If any property owner fails to so notify the Property Appraiser and the Property Appraiser determines that for any year within the prior 10 years the owner was not entitled to receive such exemption, the property shall be subject to the taxes exempted as a result of such failure, plus 15 percent per annum and a penalty of 50 percent of the taxes exempted. **References: 196.011 F.S. and 196.161 F.S.**

Examples are: Renting, moving, changing ownership or otherwise disposing of property, death of owner, no longer making Florida a legal residence, or changing owner's status per marriage, divorce, death, etc.

Appraiser's Responsibility – By State law, it is the responsibility of the Appraiser to locate, identify, and appraise (at current market value), all property subject to ad valorem taxes, maintain property value roll equity and process allowable exemptions. The Appraiser has no jurisdiction or responsibility for district budgets, tax rates, special assessments or amount of taxes paid. These matters are handled by the various taxing authorities performing services, such as the: County Government, City Government, School Board and other tax districts.

**Please return this form to one of the Service Centers listed above or below.**

**WEST COUNTY  
SERVICE CENTER**  
2976 State Road 15  
Belle Glade, FL 33430  
tel 561.996.4890  
fax 561.996.1661

**NORTH COUNTY  
SERVICE CENTER**  
3188 PGA Blvd., Suite 2301  
Palm Beach Gardens, FL 33410  
tel 561.624.6521  
fax 561.624.6565

**MID-WESTERN COMMUNITIES  
SERVICE CENTER**  
200 Civic Center Way, Suite 200  
Royal Palm Beach, FL 33411  
tel 561.784.1220  
fax 561.784.1241

**SOUTH COUNTY  
SERVICE CENTER**  
14925 Cumberland Drive  
Delray Beach, FL 33446  
tel 561.276.1250  
fax 561.276.1278