

Instructions for Request for Join or Cut Out of Real Property Form

Complete the request form according to the corresponding numbers shown below:

1. PIN/Folio: Write either your 22-digit PIN number or 10-digit folio number. If unknown, search our database or Website at www.hcpafl.org.
2. Date: Enter current date on form.
3. Tax Year: Place current year on form. After August 1, use next tax year as the date required.
4. Owners name/address: Place owner(s) name and property address. Place a current phone number, fax number or email address for contact information.
5. Owner signature: The owner of the property must sign the request.
6. Cut Out: If request is for cut out of property, check this box. A new legal description must be provided.
7. Join: If request is for join, check this box and answer the yes/no questions.
8. Reason: Provide a reason on the form for consideration of the cut out or join of the property.

Note: Your request, once completed can be brought to one of our offices, be mailed or faxed in. We will accept requests at any time during the year.

Mail or Fax completed request to:

Hillsborough County Property Appraiser Office
Attention: Document Services Department
601 E Kennedy Blvd 15th Floor
Tampa, FL 33602-4932

Fax (813) 276-8; 48



REQUEST FOR JOIN OR CUT OUT OF REAL PROPERTY

Parcel ID number (PIN):	<u>1</u>	Date:	<u>2</u>
Folio Number(s):		Tax Year:	<u>3</u>
Owner's Name:	<u>4</u>	Email address:	<u>4</u>
Owner's Address:		Phone Number:	<u>4</u>
Owner's Signature:	<u>5</u>	Fax Number:	<u>4</u>

CUT - OUT PROPERTY

- 6 ☐ Did you provide a survey or new legal description? Yes ☐ No ☐
- If parcel lies in **City of Tampa**, the original platted lot is being subdivided, then a **Formal Decision Letter** from City of Tampa Land Development is required. Yes ☐ No ☐

7 ☐ JOIN PROPERTY See requirements below

Parcel will be joined ONLY if all parcels are being used for same purpose. Title must be the same on each parcel. Taxes must be current. Joined parcels may be subject to multiple Tax notices for current year. Owner is responsible for taxes due. For questions regarding Tax Bill, call Tax Collector, at (813) 635-5200.

- **Is Title (ownership) the SAME for each parcel?** Yes ☐ No ☐
We cannot join parcels, if title does not match.
- **Are real Estate taxes current?** Yes ☐ No ☐
We will not join parcels, if taxes are delinquent
- **Are taxes paid by mortgage company?** Yes ☐ No ☐
If yes, please provide approval letter from mortgage company. An approval letter may assist in preventing future complications with your tax bill.

*The Property Appraiser's Office is not held responsible for parcel requirements such as, zoning compliance, etc. New lots **MUST** meet requirements as set by **Hillsborough County Development Services**, at (813) 272-5600 or **City of Tampa Land Development**, at (813) 274-3100 (option 2). Please check with the proper agency to verify the effect of the cut out or join of property.*

REASON For Cut Out or Join of property: 8

FOR OFFICE USE ONLY

Received By:		Phone Number:	
Please print			
Check One:	<input type="checkbox"/> Downtown	<input type="checkbox"/> Brandon	<input type="checkbox"/> Northwest
	<input type="checkbox"/> Plant City	<input type="checkbox"/> South County	rev'd 7/9/2015



REQUEST FOR JOIN OR CUT OUT OF REAL PROPERTY

Folio Number(s):	_____	Date:	_____
	_____	Tax Year:	_____
Owner's Name:	_____	Email address:	_____
Owner's Address:	_____		_____
	_____	Phone Number:	_____
Owner's Signature:	_____	Fax Number:	_____

CUT - OUT PROPERTY

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| • Did you provide a survey or new legal description? | Yes | No |
| • If parcel lies in City of Tampa , and the original platted lot is being subdivided, then a Formal Decision Letter from City of Tampa Land Development is required. | Yes | No |

JOIN PROPERTY See requirements below

Parcel will be joined ONLY if all parcels are being used for same purpose. Title must be the same on each parcel. Taxes must be current. Joined parcels may be subject to multiple Tax notices for current year. Owner is responsible for taxes due. For questions regarding Tax Bill, call Tax Collector, at (813) 635-5200.

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| • Is Title (ownership) the SAME for each parcel? | Yes | No |
| We cannot join parcels, if title does not match. | | |
| • Are real Estate taxes current? | Yes | No |
| We will not join parcels, if taxes are delinquent | | |
| • Are taxes paid by mortgage company? | Yes | No |
| If yes, please provide approval letter from mortgage company. An approval letter may assist in preventing future complications with your tax bill. | | |

*The Property Appraiser's Office is not held responsible for parcel requirements such as, zoning compliance, etc. New lots MUST meet requirements as set by **Hillsborough County Development Services**, at (813) 272-5600 or **City of Tampa Land Development**, at (813) 274-3100 (option 2). Please check with the proper agency to verify the effect of the cut out or join of property.*

REASON For Cut Out or Join of property: _____

FOR OFFICE USE ONLY

Received By: _____	Phone Number: _____
Please print	
Check One:	Downtown Brandon Northwest Plant City South County rev'd 7/2/2018