

# TYLER MONTANA PRESCOTT

CLARKE COUNTY REVENUE COMMISSIONER

PO Box 9, Grove Hill, AL 36451

(251) 275-3376



## HOMESTEAD EXEMPTION APPLICATION CHECKLIST

Congratulations on the purchase of your home! Taxpayers who own and occupy a residential dwelling as of October 1<sup>st</sup> of any tax year may apply for a Homestead Exemption on that particular property. Homestead exemption applications are reviewed by the Revenue Commissioner and his staff for approval, and all approved applications will take effect on October 1<sup>st</sup> of the following year. The October 1<sup>st</sup> date is set by Alabama law. Homestead exemption applications must be completed in-person in the Revenue Commissioner's Office. The deadline to apply for a homestead exemption for the following year is December 31<sup>st</sup>.

For your convenience, the following is a **checklist** of materials you will need when applying for a homestead exemption.

\_\_\_\_\_ **Recorded Deed (original or copy)**

\_\_\_\_\_ **Driver's License of Applicant**

\_\_\_\_\_ **TWO utility bills** showing that the applicant has the utilities on in their name at the property and that the mailing address is either the property address or a post office box in the town where the property is located. Utility bills may include a power bill, water bill, garbage bill, and gas bill.

### OVER 65

If you are over 65 and will be claiming an exemption based on income, you will need to bring a copy of your previous year's state and federal income tax return.

### MANUFACTURED HOMES

If you are applying for a homestead exemption on a manufactured home, please bring the title to the manufactured home, bill of sale, and proof of sales tax having been paid on the home.

If you have any questions, please do not hesitate to contact the Revenue Commissioner's Office. Thank you for the privilege of allowing me to serve you as your Revenue Commissioner.

Respectfully,

A handwritten signature in black ink, appearing to read "Tyler Montana Prescott".

Tyler Montana Prescott  
Revenue Commissioner

***"My staff and I will never forget that we work for the people of Clarke County!"***