

PR-CUTOUT

Tax Year:

STRAP:

05/12/2017 v2
Page 1 of 2

Owner Request for Cut-Out of Parcels

Owner Name:

Legal Description:

DATE:

see Tax Roll for full description

Site Address:

Please check the appropriate box:

This request for cut-out is for a lot or lots in its entirety as described in a recorded subdivision plat.

Lot number(s) to be cut-out: _____

Are there improvements on the parent parcel? **YES** **NO**

This request for cut-out is for a portion of a lot or lots in a recorded subdivision plat.

Lot number(s) affected by the cut-out: _____

Are there improvements on the parent parcel? **YES** **NO**

A copy of a recorded legal description of the cut-out has been provided. **YES** **NO**

O.R. Book/Page: _____

This request for a cut-out is for an un-platted parcel of land.

A copy of a recorded legal description of the cut-out has been provided. **YES** **NO**

O.R. Book/Page: _____

I would like to be notified of the completion of my request for cut-out (circle one): **YES** **NO**

Mailing address if different from above: _____

Email address: _____

I hereby acknowledge that by requesting this cut-out, I am relinquishing my 3% "Save Our Homes" Cap or my 10% Non-Homestead Cap (deferred assessment) on the parcel being split.

Print Name _____ Sign Name _____ Phone Number _____ Date _____

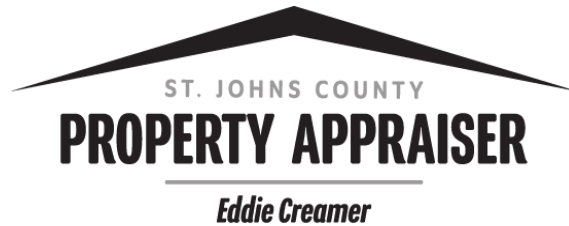
Official use only - please do not write below the line.

Cut-out completed Child STRAP: _____ GIS updated

Cut-out denied Owner notified Cut-out cannot be processed for the following reason(s):

Date completed: _____ Processor: _____

EDDIE CREAMER, Property Appraiser



Cut-Out Request Requirements

1. A **"PR-CUTOUT - Request for Cut-out of Parcels"** must be made to the Property Appraiser's Office prior to the cut-off date for the "First Final" tax roll submission to the Department of Revenue (approximately mid September). If the property owner wishes to cut-out a property after that time for the purpose of splitting a tax bill, the request must be made through the Tax Collector's Office **after** the tax roll has been "certified" (late October or early November) on a "DR-518 - Cutout Request" form and a copy of a recorded deed must be provided.
2. The property owner must complete and sign a **"PR-CUTOUT - Request for Cut-out of Parcels"** form. (Note: By signing the form, the property owner acknowledges that they may be relinquishing their 3% Save Our Homes Cap or their 10% Non-Homestead Cap.)
3. The taxes must be paid on the parent parcel. If not, a cut-out may be requested through the Tax Collector's Office on a "DR-518 - Cutout Request" form **after** the tax roll has been "certified" (late October or early November).
4. A recorded legal description of the cut-out parcel must be provided.
 - a. A lot or lots in their entirety as described in a recorded subdivision plat.
 - b. A portion of a lot or lots in a recorded subdivision plat. The portion of the lot or lots must be described in a legal description recorded in the Public Records of St. Johns County, such as a deed, mortgage or survey.
 - c. An unplatted parcel of land. The parcel of land must have its legal description recorded in the Public Records of St. Johns County, such as a deed, mortgage or survey.

Requested but not Required

1. A survey describing the cut-out.
2. The location of improvements (if any) in relationship to the cut-out.

EDDIE CREAMER, Property Appraiser