

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 year as the date required.
4. Owners name/address: Place owner(s) name and property address. Place a current phone number and fax number 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: A reason must be stated 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. We will accept requests at any time during the year; however, your request may not be processed during the same year due to tax roll deadlines.

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) 276-8848

HILLSBOROUGH COUNTY PROPERTY APPRAISER REQUEST FOR JOIN OR CUT OUT OF REAL PROPERTY

PARCEL IDENTIFICATION NUMBER (PIN): _____	DATE REQUESTED: 2 _____
FOLIO NUMBER: 1 _____	TAX YEAR: 3 _____
OWNER'S NAME: 4 _____	
OWNER'S ADDRESS: _____	
PHONE NUMBER: _____	FAX NO. _____
OWNER'S SIGNATURE: 5 _____	

PLEASE PROVIDE THE REASON FOR A CUT OUT OR JOIN OF PROPERTY, IN ORDER TO PROCESS REQUEST.

6 * CUT - OUT PROPERTY

- SURVEY OR NEW LEGAL DESCRIPTION MUST BE PROVIDED.

7 * JOIN PROPERTY

**NOTE: 1) PARCEL WILL BE JOINED ONLY IF ALL PARCELS ARE BEING USED FOR SAME PURPOSE.
2) JOINED PARCEL(S) MAY BE SUBJECT TO MULTIPLE TAX NOTICES FOR CURRENT YEAR. OWNER IS RESPONSIBLE FOR TAXES DUE. FOR QUESTIONS REGARDING YOUR TAX BILL, CALL (813) 635-5200.**

- IS TITLE (OWNERSHIP) THE SAME FOR EACH PARCEL? WE CANNOT JOIN PARCELS, IF TITLE DOES NOT MATCH. YES NO
- ARE REAL ESTATE TAXES CURRENT ? WE WILL NOT JOIN PARCELS, IF TAXES ARE DELINQUENT. YES NO
- ARE TAXES PAID BY MORTGAGE COMPANY? YES NO
IF YES, PLEASE REQUEST A LETTER OF APPROVAL FROM YOUR MORTGAGE

COMPANY WHICH MAY ASSIST IN PREVENTING FUTURE COMPLICATIONS WITH YOUR TAX BILL.

THE PROPERTY APPRAISER'S OFFICE IS NOT HELD RESPONSIBLE FOR PARCEL REQUIREMENTS SUCH AS SUBDIVISION, ZONING, ETC. NEW LOTS MUST MEET REQUIREMENTS AS SET BY HILLSBOROUGH COUNTY PLANNING AND GROWTH MANAGEMENT, PH(813) 272-5920 OR CITY OF TAMPA ZONING, PH (813) 274-8405. PLEASE CHECK WITH THE PROPER ZONING AGENCY TO VERIFY THE EFFECT OF A CUT OUT OR JOIN OF THE PROPERTY.

*** REASON FOR CUT OUT/ JOIN:**

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FOR OFFICE USE ONLY				
RECEIVED BY: _____	PLEASE PRINT			PHONE NO. _____
OFFICE / BRANCH: (CHECK ONE)	Brandon <input type="checkbox"/>	Downtown <input type="checkbox"/>	Northwest <input type="checkbox"/>	Plant City <input type="checkbox"/>
			So. County <input type="checkbox"/>	

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FOLIO NUMBER: _____	TAX YEAR: _____
OWNER'S NAME: _____	
OWNER'S ADDRESS: _____	
PHONE NUMBER: _____	FAX NO. _____
OWNER'S SIGNATURE: _____	

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*** REASON FOR CUT OUT/ JOIN:**

FOR OFFICE USE ONLY

RECEIVED BY: _____	PHONE NO. _____
PLEASE PRINT	
OFFICE / BRANCH: (CHECK ONE)	<input type="checkbox"/> Brandon <input type="checkbox"/> Downtown <input type="checkbox"/> Northwest <input type="checkbox"/> Plant City <input type="checkbox"/> So. County