



Charlotte County Property Appraiser
Paul L. Polk, CFA
18500 Murdock Circle
Port Charlotte, Florida 33948

Telephone: (941) 743-1498

Email: rp@ccappraiser.com

Website: www.ccappraiser.com

PROPERTY CONSOLIDATION APPLICATION INSTRUCTIONS

The combining of parcels/units may affect assessed value(s), taxable value(s), exemption benefit(s), and/or capped value(s).

General Requirements:

In order to have two or more parcels consolidated on one parcel I.D. number the following **must** all apply:

- Title and ownership must be identical.
- Parcels must be contiguous. **(only one single-family unit permitted)**
- Property taxes must be paid and receipt attached.
- Tax Districts must be the same.
- For condominiums, owners must obtain a letter from the condominium association acknowledging the request and the property's physical address as one living unit.
- **ALL REQUESTS MUST HAVE OWNER'S SIGNATURE. PHOTO I.D. REQUIRED.**
If submitting by mail or e-mail, please include a photocopy of your driver's license. If you do not hold a valid driver's license, you may provide a Florida I.D. Card issued by the Florida Division of Motor Vehicles.

We reserve the right to request additional information as necessary to complete the request. Additional information may include items such as site plans, plats, or a letter from the governing jurisdiction regarding the request etc.

Please note: Requests after final tax roll certification will be processed for the following tax year.

Additional notes and information:

Please be advised that this request does not imply suitability or authorize development of the parcel. Please contact the appropriate land development or planning and zoning department for your jurisdiction for questions concerning development of the parcel. This action does not nullify or alleviate any existing liens or encumbrances on the property.

If the property is mortgaged, the property owner must notify all mortgagors associated with the properties listed below. Your lender may not permit the changes. You agree by submitting this application that you have notified your mortgage company of the consolidation request. _____
(Initial)

Owner acknowledges and hereby agrees to all conditions of the Property Consolidation request. _____
(Initial)

You agree by submitting this application that the Charlotte County Property Appraiser is neither responsible nor liable for any problems or complications resulting from this request. _____
(Initial)

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PROPERTY CONSOLIDATION REQUEST

I / We hereby request that the following real property parcels be combined into one tax roll parcel for the _____ tax roll:
(year)

Type or print parcel I.D. numbers into the boxes below to be combined into one new parcel:

_____	_____	() _____
Owner of record - Signature	Date	Phone number
_____		() _____
Owner of record - Printed name		Cell number

_____	_____
Owner of record - Signature	Date

Owner of record - Printed name	

Affidavit:

I, _____, hereby declare I am also known as, _____ and am, in fact, the same person.

_____	_____
Signature	Date

_____	_____
Witness	Date

Mailing address, if different than Property Record Card: _____

Office Use Only

Received By: _____ Date _____ Entered in Consolidation log _____

Ownership okay?	Y	N	_____	_____
Parcels contiguous?	Y	N	_____	_____
Taxes paid?	Y	N	_____	_____
Same taxing district? (Must be same to process)	Y	N	_____	_____
Improvements on deleted parcel(s)?	Y	N	_____	_____
Letter required?	Y	N	_____	_____
Letter sent?	Y	N	_____	_____
Homestead Exemption?	Y	N	_____	_____
Mortgage?	Y	N	_____	_____
Confidentiality Requested –Pursuant to 119.071(4) (d) F.S.? If yes, contact Records.	Y	N	_____	_____
			Initials	Date