





## GENERAL INSTRUCTIONS

**DEADLINE TO REQUEST DISASTER RELIEF PAYMENT:** The application for disaster relief payment must be filed with the property appraiser's office by the purchaser of the mobile home **on or before May 1, 2005**. Applications filed after May 1, 2005, will not be accepted.

In December 2004, the Florida Legislature enacted a law providing a disaster relief payment to the purchaser of a mobile home purchased to replace a mobile home that experienced major damage from a named tropical system in 2004. The damaged mobile home must have been the permanent residence of a permanent Florida resident. "Major damage" means that the mobile home was more than 50% destroyed or that the mobile home could not be inhabited and could not be repaired for less than the amount of its value before the damage.

Section 196.012, Florida Statutes, defines "permanent residence" as:

that place where a person has his or her true, fixed, and permanent home and principal establishment to which, whenever absent, he or she has the intention of returning. A person may have only one permanent residence at a time; and once a permanent residence is established in a foreign state or country, it is presumed to continue until the person shows that a change has occurred.

The amount of the disaster relief payment is equal to the Florida state sales tax paid (6%) on the replacement mobile home, but the payment cannot exceed \$1500. The amount of the payment may be reduced if the total approved payments exceed the funds available for such payments.

### PART I – MOBILE HOME OWNER INSTRUCTIONS

- A. The mobile home owner should complete the top portion of this form and return the completed form to the office of the County Property Appraiser. The damaged or destroyed mobile home must have been the permanent residence of a permanent resident of this state (see line 1).
- B. The law prohibits applying for more than one disaster relief payment on a permanent residence. If application has been made for a homestead disaster relief payment on this mobile home, do not complete this application. (see line 2).
- C. Line 3: Identify the owner of the damaged or destroyed mobile home. A social security number must be included for individuals and will be kept confidential. Federal Employer Identification (FEI) numbers must be included for businesses.
- D. Line 4: Enter the mailing address to which the disaster relief payment, if approved, is to be mailed.
- E. Line 7: Enter the vehicle identification number (VIN) of the damaged or destroyed mobile home. If the mobile home is a double- or triple-wide, enter the first VIN only.
- F. Line 9: Enter the purchase price of the replacement mobile home and the state sales tax paid. Sales tax should equal 6% of the purchase price. It is REQUIRED that a copy of the invoice for the replacement mobile home be attached to this application.
- G. Line 10: Enter the vehicle identification number (VIN) of the replacement mobile home. If the mobile home is a double- or triple-wide, enter the first VIN only.
- H. It is REQUIRED that documentation also be attached supporting the claim that the mobile home suffered major damage or was destroyed. This documentation may include, but is not limited to, insurance information or other information from the Federal Emergency Management Agency (FEMA) or the American Red Cross attesting to the major damage of the mobile home.
- I. The applicant or other permanent resident must complete the affidavit in Part II of the application attesting to his or her permanent residency in the damaged or destroyed mobile home and provide such other supporting documentation as required by the property appraiser.
- J. After fully completing Part I and Part II of this form and signing and dating the attestation of accuracy, bring or mail it to: **Bradford County Property Appraiser, P.O. Box 250, Starke, FL 32091**
- K. **The completed form must be submitted by May 1, 2005.** Knowingly and willfully giving false information for purposes of claiming a disaster relief payment is a first degree misdemeanor punishable as provided in s. 775.082, Florida Statutes, or by a fine of up to \$5000, or both.

## **PART II – RESIDENCY AFFIDAVIT INSTRUCTIONS**

The residency affidavit must be completed and signed by the person residing in the destroyed mobile home at the time it was damaged or destroyed. The property appraiser will make the final determination as to residency. Please check with the property appraiser's office to verify the supporting documentation required.

## **PART III – PROPERTY APPRAISER'S INSTRUCTIONS**

The property appraiser is to complete Part III of this form. The property appraiser must determine the amount of the disaster relief payment all applications filed on or before May 1, 2005.

- A. The property appraiser is required to investigate the statements submitted by the applicant and determine whether or not the applicant is eligible for the disaster relief payment.
- B. Upon a finding that the applicant is eligible for the disaster relief payment and that the application was timely filed, compute the amount of the payment by following the steps outlined in Part II. The amount of the disaster relief payment is limited to the state 6% sales tax. The maximum amount that may be submitted is \$1500.
- C. No later than June 1, 2005, a list of applicants entitled to the disaster relief payment and the amount of each payment must be submitted to the Florida Department of Revenue in a form to be specified by the Department.