

Instructions for Request for Combine or Split of Real Property Form

Complete the request form according to the corresponding numbers shown below:

1. Parcel Identification Number (PIN): Write your 18-digit PIN number(s). If unknown search our website at www.polkpa.org
2. Date: Write current date on form
3. Tax Year: Write current year on form. After August 1, use next year as Tax Year.
4. Owner(s) name and address: Write owner(s) name and mailing address. Write current phone number and fax number for contact information.
5. Owner needs to read the highlighted area above signature line and check the YES box that they understand their taxes may increase as a result of the split – if not checked the split/combine will not be processed.
6. Owner Signature: The owner of the property must sign the request.
7. Split: If request is for split of property, check this box. A new description must be provided.
8. Combine: If request is for a combine of property, check this box and answer the yes/no questions.
9. Reason: A reason must be stated on the form for consideration of the split or combine 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 completed request to:
Polk County Property Appraiser Office
255 North Wilson Avenue
Bartow, Florida 33830

**POLK COUNTY PROPERTY APPRAISER
REQUEST FOR COMBINE OR SPLIT OF REAL PROPERTY**

PARCEL IDENTIFICATION NUMBER (PIN): _____ DATE REQUESTED: _____ **2**

_____ **1**

_____ TAX YEAR: _____ **3**

OWNER'S NAME: _____ **4**

OWNER'S ADDRESS: _____

PHONE NUMBER: _____ FAX NO: _____

YES **5** I / WE UNDERSTAND THAT COMBINING OR SPLITTING PROPERTY MAY INCREASE TAXES BY AFFECTING EXISTING CAPPED VALUES.

SIGNATURE OF PROPERTY OWNER(S): _____ **6**

PLEASE PROVIDE THE REASON FOR A COMBINE OR SPLIT OF PROPERTY, IN ORDER TO PROCESS THE REQUEST.

- * **7** **SPLIT PROPERTY**
▪ SURVEY OR NEW DESCRIPTION **MUST BE PROVIDED**
- * **8** **COMBINE PROPERTIES**
PARCELS WILL ONLY BE COMBINED IF ALL PARCELS ARE BEING USED FOR THE SAME PURPOSE
- (CHECK ONE)
- IS TITLE (OWNERSHIP) THE SAME FOR ALL PARCELS? YES NO
WE CANNOT COMBINE PARCELS IF TITLE DOES NOT MATCH.
 - IS TAXING DISTRICT THE SAME FOR ALL PARCELS? YES NO
WE CANNOT COMBINE PARCELS IF TAXING DISTRICTS DO NOT MATCH.
 - ARE REAL ESTATE TAXES CURRENT? YES NO
WE WILL NOT COMBINE PARCELS IF TAXES ARE DELINQUENT.
 - ARE TAXES PAID BY THE 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. PLEASE CHECK WITH THE PROPER AGENCY TO VERIFY THE EFFECT OF A COMBINE OR SPLIT OF THE PROPERTY

* REASON FOR COMBINE / SPLIT:

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FOR OFFICE USE ONLY

RECEIVED BY: _____ PHONE NO. _____

OFFICE (CIRCLE ONE) : BARTOW LAKELAND WINTER HAVEN

**POLK COUNTY PROPERTY APPRAISER
REQUEST FOR COMBINE OR SPLIT OF REAL PROPERTY**

PARCEL IDENTIFICATION NUMBER (PIN): _____ DATE REQUESTED: _____

 _____ TAX YEAR: _____
 OWNER'S NAME: _____
 OWNER'S ADDRESS: _____

 PHONE NUMBER: _____ FAX NO: _____

YES **I / WE UNDERSTAND THAT COMBINING OR SPLITTING PROPERTY
MAY INCREASE TAXES BY AFFECTING EXISTING CAPPED VALUES.**

SIGNATURE OF PROPERTY OWNER(S): _____

PLEASE PROVIDE THE REASON FOR A COMBINE OR SPLIT OF PROPERTY, IN ORDER TO PROCESS THE REQUEST.

*

SPLIT PROPERTY

▪ SURVEY OR NEW DESCRIPTION **MUST BE PROVIDED**

*

COMBINE PROPERTIES

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(CHECK ONE)

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*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. PLEASE CHECK WITH THE PROPER AGENCY TO VERIFY THE EFFECT OF A COMBINE OR SPLIT OF THE PROPERTY

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