



TOMAS REGALADO
PROPERTY APPRAISER

AFFORDABLE HOUSING (Live Local Act)
Document Check list

Please attach the following to your application to assist with your exemption application

- ☐ A list of the properties for which your agency was granted an ad valorem tax exemption in 2025.
- ☐ A copy of the Application for Ad Valorem Tax Exemption, DR504AFH. Please fill out sections- General Information, select which option applies, and sign, title & date the bottom of the page; then complete the additional page(s) that applies to your selected option.
- ☐ A copy of the Affidavit for Ad Valorem Tax Exemption Affordable Housing (Live Local).
- ☐ A copy of the FHFC Middle Market Certificate.
- ☐ A copy of the FHFC Middle Market Certification Application form.
- ☐ A copy of the Market Rent Study.

We will also need a copy of your most current rent roll as of January 1. The rent roll must include the following details for each unit:

- ☐ Unit number
- ☐ Unit square footage
- ☐ Unit/lease status
- ☐ Number of household members
- ☐ Name(s) of household members
- ☐ Market rent for each unit
- ☐ Rent being charged
- ☐ Total household income
- ☐ Move-in or lease start date, and Move-out or lease end date

You may submit all documentation via our online contact form at [Property Appraiser-Contact Form](#) or by scanning the QR code below.

