



TOMAS REGALADO
PROPERTY APPRAISER

REQUEST FOR PARCEL SPLIT/GROUPING
REQUIREMENTS AND INSTRUCTIONS

SPLIT AND GROUPING REQUIREMENTS

- You may request to group or split folios with the Property Appraiser's Office, if the request is based on a valid instrument recorded in the public records of Miami-Dade County. Valid recorded instruments include the following:
 - **Warranty/Special Warranty Deed**
 - **Quit Claim Deed**
 - **Plat**
 - **Waiver of Plat**
 - **Declaration of Condominium**
 - **Amendment to a Declaration of Condominium**
 - **Unity of Title**
 - **Covenant in Lieu of Unity of Title**
- Pursuant to section 197.192, Florida Statutes, the PAMDC will not process a parcel split or grouping until **all taxes due or delinquent have been paid** to the Miami-Dade County Tax Collector (MDCTC).
 - Requests made after July 1 will not be processed until after the current year taxes have been paid.
- Only the property owner may request in writing that the parcel(s) be split or grouped. Forms signed by prospective buyers will not be processed.
- For groupings, parcels must be titled in the same name(s), in the same jurisdictional boundary (city limits), contiguous, and used for the same purpose.
- **A parcel split or grouping by the Property Appraiser of Miami-Dade County (PAMDC) is for *ad valorem* taxation purposes only and does not imply that the surviving or created parcels comply with local zoning or building requirements.**
- Any change that affects a parcel's characteristic, ownership, or use, may also affect the parcel's assessed value.
- If the property is encumbered by a mortgage, it is the property owner's responsibility to seek prior approval from the mortgage company for any legal changes to the property.
- Please allow **8 – 16 weeks for complete processing of the request**; including updates to the PA website and GIS Interactive Map. This may be extended due to heavy workloads. Processing time also varies throughout the year due to tax roll production and processing of data for submission to the Florida Department of Revenue and MDCTC.
 - The processing time by the PA should not hinder business matters such as a real estate closing.
- There will be no homestead exemption or homestead assessment cap applied to any additional property that may be tied to an existing homestead. It is the property owner's responsibility to reapply for a homestead exemption to include the additional property.

INSTRUCTIONS FOR SUBMITTING PAPERWORK:

- Complete entire form and check all acknowledgements.
- Sign, date and have form notarized.
- Provide your contact information.
- Submit the completed form and all relevant documents, including recorded documents, surveys, and site plans by mail, fax, or email to PAMDC.
- If this form is being completed by AN AUTHORIZED REPRESENTATIVE OF THE OWNER, a letter of authorization from the owner must be submitted with the request.

Mail: Property Appraiser of Miami-Dade County Attn: Realty Change 111 NW 1st Street Suite 710 Miami, FL 33128	Fax: 305-375-4533
	Email: landchanges@MiamiDadePA.gov

FOR QUESTIONS, PLEASE CONTACT OUR OFFICE AT 305-375-3330

REQUEST FOR PARCEL SPLIT/GROUPING

**IMPORTANT NOTE: The deadline to file requests for the current assessment roll is July 1st. Requests received after July 1st will be processed for the next assessment year (starting November) due to tax roll and statutory deadlines.*

TO BE COMPLETED BY THE PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE

This request is to:

Split Property

Group Property

LIST ALL PARCEL/FOLIO NUMBER(S)		
REASON FOR SPLIT/GROUPING: 		

Please check all boxes to indicate that you have read and understand the aforementioned.

- I/We understand that pursuant to section 197.192, Florida Statutes, the PAMDC will not split or group parcel(s) until **all taxes due or delinquent have been paid** to the Miami-Dade County Tax Collector. (Requests made after July 1st will not be processed until after the current year's taxes have been paid).
- I/We understand that a parcel split or grouping by the PAMDC is for **ad valorem taxation purposes only**.
- I/We understand that splitting, grouping, or reconfiguring parcels may affect the assessed value of the subject parcel(s) and may increase taxes by affecting existing capped values.
- I/We understand that the PAMDC will not process this request unless it is accompanied by a valid instrument recorded in the public records of Miami-Dade County.
- I/We understand the process takes 8 – 16 weeks to complete; including updates to the PAMDC website and GIS Interactive Map and that it may be extended due to heavy workloads.
- I/We are the owner(s) or authorized representative of the owner.

PLEASE SUBMIT PAGE 2 ALONG WITH THE SIGNED AND NOTARIZED PAGE 3

MIAMI-DADE COUNTY PROPERTY APPRAISER TO BE HELD HARMLESS:

It is the responsibility of the owner to ensure that any and all prior or currently due tax amounts on any parcels being split or grouped with any other parcels are paid in full to the Miami-Dade County Tax Collector. The Property Appraiser is not responsible for any delinquent taxes, penalties, or interest that could occur and accrue due to negligence on the part of the property owner when requesting parcel splits or groupings. Furthermore, if the property is encumbered by a mortgage, it is the owner's responsibility to seek prior approval from the mortgage company for any changes to the property involving a split or grouping.

By signing below, you acknowledge having read and understand the aforementioned and have availed yourself of the opportunity to ask any questions, seek clarification, or obtain additional information prior to the initiation of this action.

Signature: _____ Date: _____

Print Name: _____ Title: _____

E-mail Address: _____

Phone: _____ Fax: _____

Mailing Address: _____

NOTARY

STATE OF FLORIDA

COUNTY OF [_____]

The foregoing was acknowledged before me this [____] day of [_____], 20[____], by
[_____].

Identified by: [] Personally Known [] Produced ID: _____

Notary Signature: _____

Printed Name: _____

My Commission No.: _____

Expires: _____

[SEAL] (Placement for Notary Seal)