



# Manatee County Tax Collector's Office Property Taxes Update

March 27, 2002

In an effort to improve communication, we will periodically fax updates on office policies, statute revisions and other important information related to property taxes. We also try to cover information on other transactions you may perform at our office, such as vehicle and mobile home title transfers. *We recommend that you furnish a copy of this broadcast to all employees within your organization who deal with our office. If you have not provided our office with your e-mail address, please e-mail [debras@tax.collector.com](mailto:debras@tax.collector.com).* E-mail will better ensure that all employees receive our broadcasts. If you have any comments or suggestions, please contact Debra Scott, Technical Supervisor, at (941) 741-4864.

## 2001 Tax Year

**2001 Real Estate and Personal Property Taxes become delinquent on April 1<sup>st</sup>**, at which time interest, advertising costs and other charges begin to accrue. The amount currently due can be obtained by accessing online property tax information on our internet site <http://www.taxcollector.com>; beginning April 1<sup>st</sup>, the amount due will include the additional delinquent fees. Payment of delinquent taxes must be in the form of cash, money order, cashier's check or certified funds.

Delinquent Tax Notices will be mailed on April 17<sup>th</sup>, to all property owners whose 2001 taxes are unpaid as of 5:00 p.m. on April 9<sup>th</sup> (if payment was made between April 10<sup>th</sup> and the April 17<sup>th</sup> date of mailing, the Notice can be disregarded).

All delinquent 2001 personal property accounts will be advertised in The Bradenton Herald on May 2<sup>nd</sup>, at which time they will be subject to the issuance of a tax warrant for the levy and seizure of the personal property assessed. All delinquent 2001 real estate accounts will be advertised on May 16<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup> in The Bradenton Herald, in preparation for our Tax Certificate Sale to be held:

### 2001 Tax Certificate Sale – June 1st

DeSoto Branch Location  
819 - 301 Boulevard West  
Bradenton, Florida

Registration begins Saturday, June 1st at 7:00 a.m.; **tax sale begins at 8:00 a.m.**

You can obtain an information package or pre-register  
by contacting **Susan at (941) 741-4832**  
e-mail: [susanp@taxcollector.com](mailto:susanp@taxcollector.com)

## Installment Application Deadline is April 30th

Anyone with an estimated real estate or personal property tax in excess of \$100.00 can now apply for payment of their 2002 taxes by installment. Installment applications for real estate or personal property taxes are available at all of our offices or they can be printed from our website <http://www.taxcollector.com>, and **the deadline for filing is April 30th, 2002**. If the first quarterly installment payment is not paid by June 30<sup>th</sup>, the account will revert back to an annual account. The amount billed in June and September is based on the gross tax billed in 2001. Any adjustments as a result of a change in millage rate or value are made after the tax roll has been certified, and will be reflected in the last two quarters billed in December and March.

**Questions regarding Assessment Values, Exemptions, Ownership or Address Changes**

Questions regarding assessment values, exemptions, ownership or address changes should be directed to the Manatee County Property Appraiser's Office at (941) 748-8208.

### Our Property Tax Collection System "TCAMS"

On June 1<sup>st</sup>, 2000, we began processing all property tax payments on a new in-house tax collection system "TCAMS". Until enhancements to our system can be made, certain types of payments cannot be posted, and in those rare instances, a hand receipt will be issued as proof of payment. **The following payments must be made in a specific department of our office:**

Bankruptcy and Litigation accounts ( <i>1999 and prior years</i> )	See Delinquent Department/DeSoto Branch Office
Good Faith Payments	See Delinquent Department/DeSoto Branch Office
Homestead Tax Liens	See Delinquent Department/DeSoto Branch Office
Tax Deed Certificates	See Delinquent Department/DeSoto Branch Office
Special Assessment Payoffs ( <i>only on Split Parcels</i> )	See Technical Department/DeSoto Branch Office
Suspense Accounts (Government Acquisition of Property)	See Technical Department/DeSoto Branch Office

### Our Internet Website - Paid Property Tax History Online!

Visit our website <http://www.taxcollector.com>  
for paid property tax account information for tax years 1994 through 2001

You can now obtain real estate and personal property tax account information for tax years 1994 thru 2001 by name, address or account number on our website. For tax years 1998 thru 2001, you can print a duplicate tax bill or a duplicate receipt, with detailed information including the taxing authorities and millage rates. For tax years 1994 thru 1997, a "screen print" provides all account information, which serves as a receipt if the taxes have been paid. Tax records for 1998 thru 2001 are updated daily; tax records for 1994 thru 1997 are updated on a weekly basis.

To obtain *certified copies* of paid real estate tax records, or to obtain real estate tax records prior to 1994, you must visit the Clerk of Court's Recording Department. **The Clerk of Court is the Official Records Custodian for Manatee County**, and as such, they have paid real estate tax records available on microfilm from 1870-1999. The Clerk of Court also maintains other records concerning the ownership status of land in Manatee County. While accessing a real estate account on our tax history website, we provide a link under Additional Info to the Clerk's website (<http://www.clerkofcourts.com/>), where you can actually obtain a copy of the Deed on the property you are researching.

A link from our tax history website enables you to obtain property tax information from the Property Appraiser's website (<http://www.manateepao.com/>). The Appraiser's site is a work-in-progress toward the building of the **2002** tax roll. After inquiring on a real estate account on our website, there is a link under Additional Info where you can access the Property Appraiser's Map of the property, or the Property Appraiser Sales Record, allowing you to determine if there has been an ownership change.

### Special Assessments – Non-Ad Valorem Taxes

When subdividing property on which there is a special assessment lien such as sewer, paving, canal dredging, or drainage, the resolution which established the assessment lien provides:

"Upon Subdividing all or a portion of a lot or parcel against which a special assessment lien has been established, **all installments of principal remaining unpaid and interest due thereon shall be due and payable without notice** or other proceedings, and the county may, at any time after such subdividing, institute foreclosure or other appropriate proceedings for the collection of all principal or interest on any or all portions of a lot or parcel against which the lien has been established."

### Acquisition of Property by a Governmental Entity

Pursuant to Section 196.295, Florida Statutes, certain governmental entities are exempt from taxation from the date they purchase or acquire property. An example would be a right-of-way acquisition or property purchased

by the County, School Board, DOT or Sarasota-Manatee Airport Authority. At the closing, the prorated tax due from January 1st through the date of sale, plus fire district charges, is collected from the seller. The prorated tax is determined after obtaining a Value Proration from the Property Appraiser, which provides the current assessed value and fire district charges. The prorated tax, together with the Appraiser's Value Proration and a copy of the recorded deed, is delivered to our DeSoto Branch Office (Technical Department). Said funds are then deposited into a "suspense (escrow) account" to be held by our office until the next tax roll is billed. If you have any questions, please call Debra Scott at (941) 741-4864.

### **Personal Property Taxes**

Please verify that there are no personal property taxes due when handling the transfer of real property to a new owner. An example of where this may occur would be a rental property on which real property and personal property taxes have been assessed. You can search personal property tax records by name, property address or account number on our website <http://www.taxcollector.com> for tax years 1994 thru 2001.

### **Mobile Home Transfers**

We sometimes find that when an individual purchases a mobile home located on real property, the land is transferred to the new owner by the recording of a deed, but the mobile home title(s) are never transferred. The new owner assumes that transfer of ownership to the mobile home took place as well, and it is sometimes not caught for several years! **Please remember to transfer the title.**

### **Expedite Title Transfers – Appointments & Drop-Off Service Available**

To expedite vehicle, vessel and mobile home title transfers, please ensure all paperwork is completed before you visit our office. We request that you submit copies of your client's Driver License or ID Card with your paperwork; this information is required on all registration and/or title records. If a lien is to be recorded, section 4 of the 82040, or the title itself, must be completed. If any information is omitted, your work may be returned to you for completion.

Avoid standing in line and take advantage of our "drop-off" service for completion of title work or processing of tax payments (title application and all necessary forms must be complete). A three (3) day turnaround is promised. To have paid receipts or registrations mailed to you, a self-addressed, stamped envelope must be included in your drop-off. If you have a runner that will pick up the work when completed, please make sure they return to the office to do so; paid tax receipts are discarded after a week if not claimed.

To avoid waiting in line, you can schedule an appointment **for processing title work only** at *any* branch office (**or a driver license** at the DeSoto Branch Office) by calling (941) 741-4800. We have a limit to the number of transactions that can be processed at any one time: five (5) at our DeSoto Branch Office; three (3) at any of our other branch locations. (Note: a doublewide mobile home counts as two transactions.)

### **Driver License Services Provided by the Tax Collector – Only at DeSoto Branch Office**

The Manatee County Tax Collector's Office is NOT a full service Driver License office and serves as only an agent to perform very limited functions. All Driver License related transactions that are completed by our office would include an additional convenience fee of \$5.25, above the fees charged at the local Driver License office. Access our website <http://www.taxcollector.com> for a list of services we are able to perform.

## Vehicles & Mobile Homes – Common Fees

Application for new or Transfer of existing Florida Title - \$29.75; Out-of-State Application for Florida Title - \$33.75; Duplicate Title - \$29.75; Fast Title - \$7.00 (Vehicles); \$5.00 (Vessels); Additional Fee to Record Lien - \$2.00; Late Fee (30 days after date of purchase) - \$10.00; Real Property Decal: \$5.10.

## Florida Tax Law Library

The Department of Revenue has information on how to obtain the Florida Tax Law Library at <http://taxlaw.state.fl.us/taxlawmenu.asp>. The Tax Law Library covers Tax Laws, DOR rules and other technical information, including Attorney General Opinions. The DOR also has a 'Fax on Demand' service which allows you to retrieve tax return forms, registration forms, rules and brochures. Using the handset or telephone connected to your fax machine, call (850) 922-3676 and follow the voice-assisted prompts.

## Office Locations

Questions regarding any of the services we offer should be directed to our main telephone number of (941) 741-4800, rather than calling an individual branch office as they have limited staff available. By calling (941) 741-4800, you will be transferred to a Contact Center Associate for assistance, or feel free to e-mail questions to [ContactCenter@taxcollector.com](mailto:ContactCenter@taxcollector.com).

Downtown Office 415 10 <sup>th</sup> St. W. Bradenton, FL	DeSoto Branch 819 301 Blvd. W. Bradenton, FL	Palmetto Branch 1341 U.S. 301 E. Palmetto, FL	Island Branch 3340 East Bay Dr. Holmes Beach, FL
---	--	---	--

Sunshine State Tag Agency – 6807 SR 70 E., Bradenton (M-F, 8-6; Saturday, 8-Noon)

(Note: This office does not process property tax payments or driver licenses)

*\*\* All of our branch offices, including our Sunshine State Tag Agency, have drop boxes to enable you to make current year tax payments without standing in line \*\**

## Informative Websites

Manatee County Tax Collector	<a href="http://www.taxcollector.com">http://www.taxcollector.com</a>
Manatee County Property Appraiser	<a href="http://www.manateepao.com/">http://www.manateepao.com/</a>
Manatee County Clerk of Court	<a href="http://www.manateeclerk.com">http://www.manateeclerk.com</a>
Florida Access to Government	<a href="http://www.myflorida.com/myflorida/directory.html">http://www.myflorida.com/myflorida/directory.html</a>
Florida Department of Highway Safety Index	<a href="http://www.hsmv.state.fl.us/html/web_index.html">http://www.hsmv.state.fl.us/html/web_index.html</a>
Florida DMV Forms Available Online	<a href="http://www.hsmv.state.fl.us/html/forms.html">http://www.hsmv.state.fl.us/html/forms.html</a>
Florida Department of Revenue	<a href="http://sun6.dms.state.fl.us/dor/">http://sun6.dms.state.fl.us/dor/</a>
Florida Legislature	<a href="http://www.leg.state.fl.us/">http://www.leg.state.fl.us/</a>
Gateway to Manatee County	<a href="http://www.bradentonflorida.com/default.asp">http://www.bradentonflorida.com/default.asp</a>

## Other Fax and Internet Broadcasts Available

We also send Fax and Internet (e-mail) Broadcasts to (1) Mortgage Companies, (2) Vessel Dealers, (3) Motor Vehicle/Mobile Home Dealers, (4) Tow Truck Operators, (5) Hunting and Fishing License Subagents and (6) Subscribers of Tagtalk. If you are interested in receiving any Broadcasts by Fax or Internet (e-mail), please contact Debra Scott, Technical Supervisor, at (941) 741-4864 or e-mail [DebraS@taxcollector.com](mailto:DebraS@taxcollector.com). The advantages to subscribing are many:

- ✓ As many individuals as you want in your office can receive the information.
- ✓ The information goes directly into your PC where you can easily file it, print it or amend it.
- ✓ The successful delivery rate of the information is much higher than faxing.
- ✓ No cost at all to the subscriber (no fee to subscribe; no fax paper used).