



Manatee County Tax Collector's Office Property Taxes Update

February 28, 2001

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. 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.

2000 Tax Year

2000 Real Estate and Personal Property Taxes become delinquent on April 1st, at which time interest, advertising costs and other charges begin to accrue. 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 10th, to all property owners whose taxes are unpaid as of April 4th (if payment was made between April 4th and April 10th, the Notice can be disregarded).

All delinquent personal property accounts will be advertised on April 26th, after which they will be subject to the issuance of a tax warrant for the levy and seizure of the personal property assessed. All delinquent real estate accounts will be advertised on May 10th, 17th, and 24th in The Manatee Herald Tribune, in preparation for our Tax Certificate Sale to be held:

2000 Tax Certificate Sale – June 1st and 2nd

DeSoto Branch Location
819 - 301 Boulevard West
Bradenton, Florida

Registration begins Friday, June 1st at 8:00 a.m.; **sale begins at 9:00 a.m.**

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

Our New Property Tax Collection System

On June 1st, 2000, we began processing all property tax payments on a new in-house tax collection system. We are excited about the future, as our new system should provide us with less downtime. During this transitional period, certain types of payments cannot be posted on our system, 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:

Bankruptcy and Litigation accounts (only prior year taxes)	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 (only on Split Parcels)	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 2000

You can now obtain 1994–2000 paid real estate and personal property tax account information by name, address or account number on our website. The tax history provided on our Internet Website replaces what was previously known as “Public Access”. A “screen print” provides all account information, which serves as a paid receipt. Tax records are updated on a weekly basis. To obtain *certified copies* of paid real property tax records, or to obtain real property 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 property tax records available on microfilm dating back to 1870 and as recent as 1999. The Clerk of Court also maintains other records concerning the ownership status of land in Manatee County. You can access their website at <http://www.clerkofcourts.com/>.

A link from our website enables you to obtain property tax information from the Property Appraiser’s website (<http://www.manateepao.com/>). After inquiring on an account on our website, click on *Detail Information*. This link will allow you to see if the ownership has changed on the Appraiser’s system.

Installment Application Deadline is May 1st

Anyone with an estimated real estate or personal property tax in excess of \$100.00 can now apply for payment of their 2001 taxes by installment. Installment applications for real 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 May 1st, 2001**. If the first quarterly installment payment is not paid by June 30th, the account will revert back to an annual account. The amount billed in June and September is based on the gross tax billed in 2000. 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.

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.

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.

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.

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.”

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; Additional Fee to Record Lien - \$2.00; Late Fee (30 days after date of purchase) - \$10.00; Real Property Decal: \$5.10. Call (941) 741-4800 for additional fee information.

Power of Attorney (HSMV 82053)

The new POA (revised 6/99) requires notarization. The Notary must state what type of identification is shown for the person signing the form. If more than one person is applying for title, we need a separate POA for each person. If you are completing a transaction for a doublewide mobile home, you must have a POA for each side of the mobile home unit. When the attorney-in-fact named in a POA executes documents, they must type or print the owner’s full name and then sign their name as POA, and if they are signing for two people, they must sign twice.

John D. Smith by: Sally Jones, POA

Jane S. Smith by: Sally Jones, POA

Application for Certificate of Title (HSMV 82040)

Please make sure you are using 82040 forms with the correct revision date of 6/98. We cannot process an application for title submitted on an outdated form. Access forms online at the DMV Website <http://www.hsmv.state.fl.us/html/forms.html>.

If you are titling a vehicle or vessel in the name of a trust or business, you must complete the 82040 as you want the title to read. The State’s system limits the amount of characters in the name to 53, so please abbreviate the trust or business name so that it does not exceed this amount. If you are titling in the name of a business, please provide us with their FEID #.

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.**

We Can Now Print Titles While You Wait! - “Fast Title”

For an additional \$7 per vehicle/mobile home title or an additional \$5 per vessel title, we can print your title while you wait! No need to wait 10 – 14 days for your title to arrive via the mail from Tallahassee. Authorization **from the registered owner** is required to receive a “fast title” from our office. If you do not have a POA from your client, the following statement must appear under Section 13 of the Application for Title (HSMV 82040): “(name of individual) is authorized to receive my fast title”, and the Application must be signed by your client. If any other form is used, a separate letter of authorization must be submitted; this letter does not have to be notarized at this time.

Expedite Title Transfers – Appointments & Drop-Off Service Available

Provided the title application and all other necessary forms are complete, you may want to take advantage of our “drop-off” service for completion of title work or processing of tax payments. A three (3) day turnaround is promised, allowing you to avoid standing in line. Please obtain copies of your client’s Driver License or ID Card to submit with all registration and/or title work. If there is a lien to be recorded, section 4 of the 82040, or

the title itself, must be completed. If any of this information is omitted, your work may be returned to you for completion. To have paid receipts or registrations mailed to you, a self-addressed, stamped envelope must be included in your drop-off.

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 Office; three (3) at any of our other branch locations. (Note: a doublewide mobile home counts as two transactions.)

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 phone bank where Associates are available to assist you.

Downtown Office 415 – 10 th 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
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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)

Informative Websites

Manatee County Tax Collector	http://www.taxcollector.com
Manatee County Tax Collector's Site Map	http://www.taxcollector.com/SiteMap.htm
Manatee County Property Appraiser	http://www.manateepao.com/
Manatee County Clerk of Court	http://www.clerkofcourts.com/
Florida Access to Government	http://www.fc.state.fl.us/fgsd_html/access.html
Florida Department of Highway Safety Index	http://www.hsmv.state.fl.us/html/web_index.html
Florida DMV Forms Available Online	http://www.hsmv.state.fl.us/html/forms.html
Florida Department of Revenue	http://sun6.dms.state.fl.us/dor/
Florida Legislature	http://www.leg.state.fl.us/
Gateway to Manatee County	http://www.bradentonflorida.com/default.asp
Tax Web of Florida	http://www.taxweb.com/state/fl.html

Other Fax and Internet Broadcasts Available

We also send Fax 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. A service we also provide is Internet/E-Mail Broadcast. 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).

Contact Sara in our Technical Department at (941) 741-4866 to subscribe to any of our broadcast services.