

Instructions for Designation of Homestead & Declaration of Domicile Forms

Both of these forms apply to bona fide Florida residents only, and the home you are listing on the forms must be your primary residence. All information must be legible. Both forms must be notarized by a Notary Public of your choice. Most banks will notarize documents at no charge for their customers. You need current government issued picture identification available in order to notarize your signature, such as a driver's license, a state identification card, or a current passport photo. **Do not sign your names(s) on the form until all parties to be acknowledged on the document who need to sign the form are physically present in front of a Notary Public.**

The recording fee is \$10.00 for the first page & \$8.50 for each additional page for each form. So if two people are listed on the Domicile form the cost of that form would be \$18.50 (back & front) and the Homestead form would be another \$10.00. If you mail your completed and notarized forms, Include a check or money order made payable to Flagler County Clerk of Court. If you apply in person your documents will be recorded while you wait and all original documents will be mailed back to you within 2 business days. It is a good idea to enclose a self-addressed envelope for the return of the document after processing. *Before mailing either form be sure to make a copy for your own records.*

Mail or deliver in person to: Flagler County Clerk of Circuit Court, Attention: Recording Dept,
Kim C. Hammond Justice Center, Bldg. #1, 1769 E. Moody Blvd. Bunnell, Florida 32110 (386) 313-4377

Title XV HOMESTEAD AND EXEMPTIONS - Florida Law Chapter 222

METHOD OF SETTING APART HOMESTEAD AND EXEMPTIONS

222.01 Designation of homestead by owner before levy. - (1) Whenever any natural person residing in this state desires to avail himself or herself of the benefit of the provisions of the constitution and laws exempting property as a homestead from forced sale under any process of law, he or she may make a statement, in writing, containing a description of the real property, mobile home, or modular home claimed to be exempt and declaring that the real property, mobile home, or modular home is the homestead of the party in whose behalf such claim is being made. Such statement shall be signed by the person making it and shall be recorded in the circuit court.

Directions for filling out "DESIGNATION OF HOMESTEAD" FORM

See Title XV paragraph above. It has nothing to do with property taxes. Basically this says that a lien cannot be put on your home to force the sale of your home for debts you may have.

Fill in the description of your manufactured home. There is a separate title and identification number for each half of a doublewide home. The information can be obtained from your title or registration and should include your: Address Lot Number Title number(s) Identification number(s) Year and make. Sign this form in front of a notary public and take or mail to the address given above.

Directions for filling out "DECLARATION OF DOMICILE" Form

If you are ever in need of Government financial aid, such as Medicaid, before you can receive this aid you will be forced to spend down your assets to one home, one vehicle, and a certain amount of monetary assets. Without this form on file your doublewide home is considered to be two (2) "vehicles," and if you also own a car you would be forced to sell two of your three (3) "vehicles" before being eligible to receive the Government aid.

- Husband and wife, domestic partners, or those who co-habitat may sign the same form. *(Use Pg. 2 of form.)*
 - Complete the form with your name(s), former address (city & State, and then Street) day and year you moved your residence to Florida, and your current address.
 - The next section, beginning with "I was born in the USA:" is completed for each person on the form. (See the back of the form for the second person.)
 - Have the form notarized before presenting in person or mailing. Remember; do not sign until you are in front of the Notary.
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Instructions written by Dana Matlock, FMO Representative, 386-439-3443

Should you desire a copy of the recorded document, they can be purchase for \$1.00 per page. If you would like it to be certified, and additional \$1.50 per document will be required. (This would simply give you an extra legal copy that could be used instead of the original document.)