

INSTRUCTIONS

Dear Property Owner:

Enclosed please find the **REAL PROPERTY TAX REPORT - RESIDENTIAL OR HOMEOWNER'S** being furnished to you in accordance to RS 47:2324.

This form is being sent to you so you may participate in the assessment of your property. This method of self-reporting is an alternative to having professional outside appraisers come in and appraise your property. **Failure to file this report may result in you losing your rights to contest the accuracy of the assessment.**

The State Constitution fixes the assessment of all-land and residential property, including your home, at 10 percent of fair market value and 15 percent on all other property.

Based on the information gathered the fair market value of your property will be determined.

Before you fill out the enclosed self-reporting form, let me call your attention to several important factors:

SECTION 1: Land Data: If you are not sure about the exact dimensions of your property, please check for this information in your act of sale or in the survey which you received when you purchased the property.

SECTION 2: Improvement Data: If there are no buildings on this property, simply mark across this section "No Improvements". However, if there is a residence on this property complete this section indicating the correct square footage of living area, approximate age, and the square footage of your garage, carport, other buildings. Most of the other questions on the report are simple and self-explanatory. If you do not know the square footage of the residence, please attach to this report a copy of your house plans. If your plans are not available, first measure the base of your house excluding porches, garage or carport and overhangs, then draw an outline of your house with the dimensions of each side, then indicate the size of the porches, garage or carport, and we will calculate the square footage for you.

Please attach a recent photograph of the building.

If address is incorrect please line thru old address and indicate new address.

NOTE: If you no longer own this property, please mark **SOLD** on the report and return it to our office.

APPLICATION FOR PERMANENT HOMESTEAD EXEMPTION:

The Homestead Exemption exempts from State and Parish Property Taxes all homes and farms in Louisiana valued up to \$75,000 or less. The homestead may consist of a tract of land or two or more tracts of land with a residence on one tract and a field, pasture, or garden on the other tract or tracts, not exceeding 160 acres, which is owned and occupied by the individual property owner.

To be eligible for homestead exemption, the property **must be** owned and occupied by the individual property owner. Property owned by a partnership or corporation, owned in indivision or held in trust are **not eligible** for Homestead Exemption. Lease/purchase, bond for deed, which does not transfer title, does not give occupant entitlement to homestead exemption.

Therefore, if you meet the eligibility requirements for homestead exemption, check the appropriate boxes that apply.

EXAMPLE: If the residence is on the property described and you are eligible check the box:

I OWN AND RESIDE ON THE ABOVE PROPERTY. However, if the tract is vacant and can form part of your homestead then you should check the second box and indicate the Ward and Assessment No. of the tract on which your residence is situated. **If not eligible then you should disregard this application.**

PLEASE NOTE that the application for permanent homestead exemption will not be accepted without the properly completed LAT 1 Real Property Tax Report - Residential or Homeowner.

FOR ASSISTANCE PLEASE CALL 337-394-2208 OR 337-332-3538 BETWEEN THE HOURS OF 8:30 AM AND 4:30 PM

**R. TODD DUGAS, CLA
ASSESSOR, ST. MARTIN PARISH**