



**RFP-S-9001-0-2017-ER  
RFP FOR PRINTING AND MAIL SERVICES  
OF TRUTH IN MILLAGE (TRIM) NOTICES  
HILLSBOROUGH COUNTY PROPERTY APPRAISER**

**SUBMISSION DEADLINE:** Monday, April 17, 2017 at 2:00 p.m. EST Official clock will  
be [www.greenwichmeantime.com](http://www.greenwichmeantime.com)

**HCPA Contact:**

Bill Ward, Director of Business Services and Media Relations  
Email: [wardb@hcpafl.org](mailto:wardb@hcpafl.org)  
Tel: (813) 276-8910

**SEALED RFP RESPONSES TO BE SUBMITTED TO:**

Bill Ward, Director of Business Services and Media Relations  
Hillsborough County Property Appraiser  
The County Center  
601 E. Kennedy Blvd./15<sup>th</sup> Floor  
Tampa, Florida 33602-4932

The Hillsborough County Property Appraiser's Office (HCPA) is required by Florida law and administrative rule to adhere to an annual tax roll schedule as determined by the Florida Department of Revenue.

### **1. Scope of Work**

The annual schedule includes the mass printing and mailing of the Truth in Millage notices (TRIMs). These are mailed in August to all property owners (real and tangible) in Hillsborough County. Nearly 500,000 TRIM notices were mailed to taxpayers in 2016 over a four-day period.

The Contractor must be able to perform mass printing and mailings of these TRIM notices exactly as described in Appendix A, as shown in Appendix C and according to schedule found in Appendix B. A proposal for the **TOTAL COST** for the printing of materials and mailing services (not including postage) is required.

### **2. Services to be provided**

- Replicate and print all TRIM notices, associated brochures and informational items, exactly as described in Appendix A and as shown in Appendix C.
- Process and mail TRIM notices, associated brochures and informational items according to the schedule provided in Appendix B.
- Perform quality control during all aspects of the printing and mass mailing process.
- Coordinate with HCPA staff on all printing, mailing and quality assurance, and allow HCPA staff on-site quality control inspections during ALL printing and mass mailing. HCPA staff will be provided air-conditioned work area with Wi-Fi connectivity with sufficient space for four individuals working on two laptops
- Store the items listed in Appendix A in a temperature controlled location accessible for the mass mailings.
- Inventory control of forms, envelopes and informational items listed in Appendix A.

### **3. General terms and conditions**

Contractor's site for printing of all items outlined in this bid must be located within the state of Florida. Contractor must be located and properly registered to conduct business in the State of Florida. Responses which do not contain all required information referenced herein, or which contain only non-relevant work experience, will not be considered. Submitted materials will not be returned and become part of the project file and public record.

### **4. Proposal Response Format**

All responses to this Request for Proposals (RFP) must be submitted in a sealed envelope. A person duly authorized to act on behalf of Contractor must sign the proposal and each submission shall include an original plus three (3) copies.

All responses to this RFP must be submitted in the following format:

- Signed cover-page (See Attachment 2)

- Detailed answers to questionnaire, including all submittals (See Attachment 1)
- Cost Proposal in a separate, sealed envelope
- Copy of Contractor's current insurance
- References list of at least three clients for whom Contractor has successfully completed projects within the past twelve months comparable to those listed in Appendix A. Include firm name, contact person name and title, phone, fax, email and physical address.

## **5. Opening Date and Time of Sealed Proposals**

Sealed proposals will be received and opened by a designated HCPA official at the time and place listed in the Key Dates/Actions. No telephonic or fax proposals will be accepted and it is the responsibility of Contractor to ensure their proposal is received in the HCPA office by the specified submission deadline. Receipt of proposals, amendments to previously submitted proposals or requests to withdrawal submitted proposals will not be accepted if received after the submission deadline.

## **6. Clarifications of Terms**

If any Contractor has questions about the specifications or other solicitation documents, Contractor should contact Bill Ward via email at [wardb@hcpafl.org](mailto:wardb@hcpafl.org). Any revisions to the solicitation will be made only by an addendum issued by the HCPA. Verbal responses and/or representation shall not be binding. All questions and subsequent answers will be made available to all bidders.

## **7. Default**

In the event of default or material breach by the Contractor, HCPA reserves the right -- under the contract awarded pursuant to this RFP -- to procure the services from other sources and to hold the Contractor liable for any excess cost occasioned thereby. This can include, but is not limited to, any legal costs incurred in collecting said costs.

## **8. Ethics in Public Contracting**

By submitting a proposal, the Contractor certifies that its proposal is made without collusion or fraud and that it has not offered or received any inducements from any public employee having official responsibility for this procurement transaction, any payment, loan subscription, advance, deposit or money, services, present or promised unless consideration of substantially equal or greater value was exchanged.

## **9. Anti-Discrimination**

By submitting a proposal, the Contractor certifies it has an equal employment opportunity policy which prohibits discrimination based upon race, religion, sex, color, national origin, disability, age, marital status and sexual orientation.

## **10. Proposal Rejection**

The HCPA reserves the right to reject any or all proposals for any reason and will not be liable for any Contractor cost incurred in connection with the preparation and submittal of proposals for this Request for Proposal. If the HCPA exercises its right to reject all proposals, the HCPA is not required to award an agreement.

#### **11. Evaluation Criteria**

Responses to questions in Attachment 1: Questionnaire will provide a significant portion of the evaluation criteria considered by the HCPA RFP Review Committee, along with all other required information submitted in proposals.

#### **12. Key Dates/Actions**

Listed below are important actions and their corresponding dates and times by which the actions must be taken or completed. If the HCPA finds it necessary to change any of these dates/times, it will be accomplished by addendum. All listed times are in local time in Tampa, Florida.

- **March 22, 2017:** Release of Request for Proposals on HCPA website
- **March 28, 2017:** Announcement of RFP through published ads in Tampa Bay area newspapers
- **March 31, 2017:** Last day for written inquiries and requests for sample data from HCPA
- **April 7, 2017:** Responses to written inquiries provided to all Contractors
- **April 17, 2017, 2 p.m.:** Submission deadline for proposals
- **April 17, 2017:** Opening of sealed proposals
- **April 25, 2017:** Contractor short list determined
- **May 3-5, 2017:** Contractor presentations to HCPA and/or site visits by HCPA
- **May 17, 2017:** Winning proposal announced to Contractors

#### **13. Payment**

Full payment shall be made to the Contractor after completion of all printed materials and subsequent mass mailings of these materials. Preparation, processing and set-up costs will be included in the invoices for completed tasks.

For the purpose of this RFP, printed material deliverables will be considered “completed” by the HCPA after they have been printed and housed in the Contractor’s storage and after they

have been approved by the HCPA's Director of Data Services and the HCPA System Software Manager. Mail service deliverables will be considered "completed" by the HCPA after the items have been placed into the custody of the USPS mail system.

#### **14. Compliance with Regulations**

The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, rules or regulations, and without such notice to HCPA, the Contractor shall bear all costs arising there from.

#### **15. Protection of Work, Property and Persons**

The Contractor shall adequately protect the work, adjacent property and the public and shall be solely and fully responsible for any damage or injury caused by the Contractor or its authorized agent's acts or negligence.

#### **16. Changes in Work**

The HCPA may at any time, by written order, make changes to the Contractor's obligations or methods of performance within the general scope of this agreement. If any change causes an increase or decrease in work to be performed under this Agreement, the HCPA shall make an equitable adjustment in the fixed price amount, the fee rate structure, the performance schedule, or other affected terms, as appropriate and shall make written modifications to this agreement.

The Contractor must assert its right to an adjustment under this clause in writing within ten (10) calendar days from the date of receipt of the written order. The Contractor's non-response to the HCPA's written order shall be deemed as an acceptance by the Contractor, with no necessary modification to this Agreement.

#### **17. Jurisdiction and Venue**

This RFP and the contract related hereto shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for litigation concerning this RFP and contract shall be exclusively in Hillsborough County, Florida.

#### **18. Indemnification**

The Contractor shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend and hold harmless the HCPA and its officers, agents and employees from suits, actions, damages and costs of every name and description, including attorney's fees, arising from or relating to personal injury and damage to real or tangible personal property, alleged to be caused in whole or part by the Contractor, its agents, employees, partners or subcontractors; provided however, that the Contractor shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the HCPA.

**Attachment 1: Questionnaire**

Questions	Submittals / Requirements / Notes	Potential Score
1. Does your organization have the ability to print all items listed in Appendix A and as shown in Appendix C? Can you store and track the inventory of these items? Can you laser print, sort, fold and insert all TRIM Project items and mail by a set deadline all items as listed in Appendix B?		15
2. Does your organization have on-site capacity to print the TRIM project as outlined in Appendix A? Is your organization able to provide 24-hour-per-day printing and mailing services for the TRIM project and temporary space for up to 4 HCPA staff at the location for supplemental on-site quality assurance?	Note on-site laser capacity of pages per hour.	10
3. What is your service delivery approach? Specifically, contingency plans in the event of emergency or disaster, status reporting, interfacing with HCPA staff, internal project management and quality assurance.		10
4. Does your organization have the ability to digitally track and insert multiple TRIM notices with a common address into same envelope (maximum of 5 TRIM notices per envelope)?		10
5. Does your organization have experience with large (500,000+) mass mailings and/or with Property Appraiser offices?	Please provide examples of past production.	15
6. List equipment used for functional, mass mailing projects. (e.g., sorters, inserters)		10
7. Where is your organization's printing facility located?		10
8. Is your organization a Minority or Women owned Business certified with Hillsborough County as a Disadvantaged Minority / Disadvantaged Women Business Enterprise?		5
9. Please provide a complete cost proposal for items in Appendix A and Appendix B.		15

***\*\* Vendors will be ranked based on their total scores. HCPA will initiate price negotiations with the top ranked vendor (based on the vendor's cost proposal). Failing to reach a fair contract price, HCPA will formally negotiate with the second ranked vendor and subsequently the third ranked vendor. HCPA reserves the right to contract for services with more than one vendor.***

**ATTACHMENT 2: REQUEST FOR PROPOSAL COVER PAGE**

This signature sheet must be returned with your proposal as the cover page.

**CONTRACTOR:**

1. The undersigned is an authorized representative of the firm and is designated to submit this RFP.
2. In order to be considered for selection, the Contractor must submit a complete response to this request for proposal.
3. In submitting this proposal, it is agreed that HCPA reserves the right to waive informalities and to reject any and all proposals.
4. Attached hereto and made a part of this proposal is all of the information required by or requested in the RFP.

**Authorized Signature:** \_\_\_\_\_

**Printed Name:**

**Title:**

**Date:**

**Company Name:**

**Mailing Address:**

**City, State, Zip:**

**Phone No.:**

**Fax No.:**

**Federal Employer ID No:**

**E Mail:**

**Circle one:** -- Individual --Partnership --Corporation

**If a corporation, incorporated under the laws of the state of Florida and licensed to do business in the State of Florida?** \_\_\_\_yes \_\_\_\_no

## **APPENDIX A**

### **HCPA Materials 2017 TRIM Notices**

Form/Letter/Envelope Brochure	ID #	Specs	Quantity
No. 10 Special Window White Envelopes	ENV 10	Offset Printing: #10 Special Window, 24# ww, 1/0 (Black), No Bleeds, 2 Address Versions (RE & TPP)	~480,000
TRIM Real Estate Brochure	TR100	8.5 x 11, 60# White Offset, 4/4, No Bleeds	~430,000
TPP Letter	TR200	8.5 x 11, 60# White Offset, 1/0 (Black) No Bleeds	~35,000
TRIM Notice	TR300	Offset Printing: 8.5 x 14 Form, 60# Williamsburg, 4/4, No Bleeds, minor copy revisions	~470,000
Real Estate Request Change of Address Cards	TR400	Light Blue 3 5/8 x 8, 9pt. Stock, 1/1 (Black over Black), No Bleeds	~430,000
TPP Request Change of Address Cards	TR500	Light Green 3 5/8 x 8, 9pt. Stock, 1/1 (Black over Black), No Bleeds	~35,000

## **APPENDIX B**

**PRODUCTION:** Laser print parcel-specific data to one side of pre-printed TRIM notice. Fold TRIM Notice, Real Estate Brochure and TPP Letter.

**INSERT INTO ENVELOPE:** TRIM Notice, Real Estate Brochure or TPP Letter and Change of Address Card (real estate or TPP).

**SORT AND SEAL:** Completed production and inserts according to addressee.

**READY FOR MAILING DEADLINE:** All materials must be sealed and ready for mailing AT U.S. POST SERVICE OFFICE **within two weeks of receiving data from HCPA** (first week in August, 2017).



## APPENDIX C – Printed and Mailing Materials

TRIM Insert (font & back):

### Contact Us

 Please visit us at [www.hcpafl.org](http://www.hcpafl.org)

 Our phone number is (813) 272-6100

 Our e-mail is [custserv@hcpafl.org](mailto:custserv@hcpafl.org)

 Customer Service Fax: (813) 272-5519

#### Downtown Office

County Center  
601 E. Kennedy Blvd., 15th Floor  
Tampa, FL 33602

#### Plant City Office

307 N. Michigan Avenue, Suite 3  
Plant City, FL 33563

#### Brandon Office

Brandon Regional Service Center  
311 Pauls Drive  
Brandon, FL 33511

#### South County Office

South Shore Regional Service Center  
410 30th St. SE  
Ruskin, FL 33570

#### Northwest Office

Westgate Plaza Shopping Center  
12082 Anderson Road  
Tampa, FL 33625

### Message from BOB HENRIQUEZ, CFA Property Appraiser

Dear Property Owner,

Since taking office on January 8, 2013, I am proud to say that our office has made many significant achievements, including:

- Developed and launched a new, state-of-the-art website.
- Created a mobile-friendly version of the HCPA website.
- Added an online filing system for tangible personal property.
- Replaced aging vehicles with efficient "green" hybrid cars.
- Earned the prestigious Certificate of Excellence in Assessment Administration (CEAA).
- Awarded national Digital Government Achievement Award (DGAA) for new desktop appraisal software.

These milestones illustrate our team's commitment to excellence and efficiency. I am honored to serve as your property appraiser.

Sincerely,  
  
Bob Henriquez, CFA  
Certified Florida Appraiser





### BOB HENRIQUEZ, CFA Certified Florida Appraiser



### Property Appraiser

## Your 2016 TRIM Notice is Enclosed

## "Rethink, Reinvent and Reinvigorate"

36780 Hills 2016 TRIM Notice Info Insert.indd 1

7/11/16 9:14 AM

You may qualify for one of the following exemptions which could lower your property taxes

Homestead Exemption - Can lower your value by up to \$50,000.
Widow(er)
Veteran's Disability
Combat Disabled Veterans
Surviving Spouse of First Responders
Personal Disability/Blindness
Limited Income Seniors
Total and Permanent Disability
Religious/Charitable Institutions

## Do you qualify for a Homestead Exemption?

- Did you own and reside in your home as of January 1st?
- You may qualify for a Homestead Exemption up to \$50,000.
- With a Homestead Exemption, your assessed value cannot be increased more than 3% per year.
- The filing deadline is March 1, with late-filed applications taken up to 25 days after the mailing of the enclosed Notice of Proposed Property Taxes.
- If you feel you qualify, or have any questions, please call our office or visit our website at: [www.hcpafl.org](http://www.hcpafl.org)

## What if I disagree with my exemptions or property value?

It is our responsibility to appraise your property correctly. Our goal is to be fair and accurate, using the most current resources and considering those forces which impact property values in your neighborhood. Our duty is to estimate the market value, which is determined by the interaction of buyers and sellers in the market.

If you think the market value shown on your TRIM (Truth In Millage) Notice is not correct, you are encouraged to contact our office to speak with a representative. He or she can share the information that was used to determine your property's value.

You may also file a petition with the Value Adjustment Board (VAB) by visiting [www.hillsclerk.com/publicweb/vab.aspx](http://www.hillsclerk.com/publicweb/vab.aspx). You must file your petition within 25 days from the mailing date of the 2016 TRIM Notice in order for your appeal to be heard by the VAB.

For more information go to [www.hcpafl.org](http://www.hcpafl.org) or call us at (813) 272-6100



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PROPERTY APPRAISER VALUE INFORMATION								
	COUNTY		PUBLIC SCHOOLS		MUNICIPAL		OTHER DISTRICTS	
	2015	2016	2015	2016	2015	2016	2015	2016
MARKET VALUE								
LESS APPLIED ASSESSMENT REDUCTIONS								
ASSESSED VALUE								
LESS EXEMPTIONS								
TAXABLE VALUE								

IF THE PROPERTY APPRAISER'S OFFICE IS UNABLE TO RESOLVE THE MATTER AS TO MARKET VALUE, YOU MAY FILE A PETITION FOR ADJUSTMENT WITH THE VALUE ADJUSTMENT BOARD. PETITION FORMS ARE AVAILABLE ONLINE AT [WWW.HILLSCLERK.COM/PUBLIC/NEWVAR.aspx](http://WWW.HILLSCLERK.COM/PUBLIC/NEWVAR.aspx) AND MUST BE FILED ON OR BEFORE

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## Hillsborough County Notice of Proposed Property Taxes

The Taxing Authorities which levy property taxes against your property will soon hold **PUBLIC HEARINGS** to adopt budgets and tax rates for the next year. The purpose of the **PUBLIC HEARINGS** is to receive opinions from the general public and to answer questions on the proposed tax change and budget **PRIOR TO TAKING FINAL ACTION**. Each taxing authority may **AMEND OR ALTER** its proposals at the hearing.

Taxing Authority Hearing Information				
TAXING AUTHORITY	HEARING LOCATION	DATE	TIME	PHONE NUMBER
Hillsborough County	601 E Kennedy Blvd Tampa	September 10, 2015	6:00 PM	(813) 272-5890
General Revenue	601 E Kennedy Blvd Tampa	September 10, 2015	6:00 PM	(813) 272-5890
MSTU	601 E Kennedy Blvd Tampa	September 10, 2015	6:00 PM	(813) 272-5890
Environmental Lands	601 E Kennedy Blvd Tampa	September 10, 2015	6:00 PM	(813) 272-5890
Unincorporated Parks	601 E Kennedy Blvd Tampa	September 10, 2015	6:00 PM	(813) 272-5890
Library	601 E Kennedy Blvd Tampa	September 10, 2015	6:00 PM	(813) 272-5890
School Board	901 E Kennedy Blvd Tampa	September 8, 2015	5:01 PM	(813) 272-4064
Water Management Districts	7601 Highway 301 N Tampa	September 15, 2015	5:01 PM	(352) 796-7211
Tampa Port Authority	1101 Channelside Dr Tampa	September 9, 2015	5:01 PM	(813) 905-7678
Children's Board	1002 E Palm Ave Tampa	September 14, 2015	5:01 PM	(813) 229-2884
Transit Authority	1201 E 7th Ave Tampa	September 14, 2015	5:30 PM	(813) 623-5835
City of Tampa	315 E Kennedy Blvd Tampa	September 3, 2015	5:01 PM	(813) 274-8552
City of Temple Terrace	11250 N 56 St Temple Terrace	September 3, 2015	6:00 PM	(813) 506-6410
City of Plant City	302 W Reynolds St Plant City	September 14, 2015	7:30 PM	(813) 659-4200

YOUR FINAL TAX BILL MAY CONTAIN NON-AD VALOREM ASSESSMENTS WHICH MAY NOT BE REFLECTED ON THIS NOTICE SUCH AS ASSESSMENTS FOR ROADS, FIRE, GARBAGE, LIGHTING, DRAINAGE, WATER, SEWER OR OTHER GOVERNMENTAL SERVICES AND FACILITIES WHICH MAY BE LEVIED BY YOUR LOCAL COUNTY, CITY OR ANY SPECIAL DISTRICT.

PER FLORIDA STATUTES 200.069(10)(A), NON-AD VALOREM ASSESSMENTS ARE NOT REQUIRED TO APPEAR ON THIS NOTICE. IF APPLICABLE, LOCAL GOVERNING BOARDS WILL SEND YOU A SEPARATE NOTICE OF ANY NON-AD VALOREM ASSESSMENTS FOR YOUR PROPERTY.

### Explanation of 'TAXING AUTHORITY TAX INFORMATION' section

<b>COLUMN 1 - "LAST YEAR'S TAXABLE VALUE"</b> This column shows the prior assessed value less all applicable exemptions used in the calculation of taxes for that specific taxing authority.
<b>COLUMN 2 - "YOUR FINAL TAX RATE AND TAXES LAST YEAR"</b> This shows the tax rate and taxes that applied last year to your property. These amounts were based on budgets adopted last year and your property's previous taxable value.
<b>COLUMN 3 - "CURRENT TAXABLE VALUE"</b> This column shows the current assessed value less all applicable exemptions used in the calculation of taxes for that specific taxing authority. Various taxable values in this column may indicate the impact of Limited Income Senior or the Additional Homestead exemption. Current taxable values are as of January 1, 2015.
<b>COLUMN 4 - "YOUR TAX RATE AND TAXES THIS YEAR IF NO BUDGET CHANGE IS MADE"</b> This shows what your tax rate and taxes will be IF EACH TAXING AUTHORITY DOES NOT CHANGE ITS PROPERTY TAX LEVY. These amounts are based on last year's budgets and your current assessment.
<b>COLUMN 5 - "YOUR TAX RATE AND TAXES THIS YEAR IF PROPOSED BUDGET CHANGE IS MADE"</b> This shows what your tax rate and taxes will be this year under the BUDGET ACTUALLY PROPOSED by each taxing authority. The proposal is not final, and may be amended at the public hearings shown at the top of this notice. The difference between columns 4 and 5 is the tax change proposed by each local taxing authority and is NOT the result of higher assessments.

### Explanation of 'PROPERTY APPRAISER VALUE INFORMATION' section

<b>MARKET (JUST) VALUE</b> - The most probable sale price for a property in a competitive, open market involving a willing buyer and a willing seller.
<b>APPLIED ASSESSMENT REDUCTION</b> - Properties can receive an assessment reduction for a number of reasons including the Save Our Homes Benefit and the 10% non-homestead property assessment limitation. Agricultural Classification is not an assessment reduction, it is an assessment determined per Florida Statute 198.461.
<b>ASSESSED VALUE</b> - The value of your property after any "assessment reductions" have been applied. This value may also reflect an agricultural classification. If "assessment reductions" are applied or an agricultural classification is granted, the assessed value could be different for School versus Non-School taxing authorities and for the purpose of calculating taxes.
<b>EXEMPTIONS</b> - Any exemption that impacts your property is listed in this section along with its corresponding exemption value. Specific dollar or percentage reductions in assessed value may be applicable to a property based upon certain qualifications of the property or property owner. In some cases, an exemption's value may vary depending on the taxing authority.
<b>Taxable Value</b> - The current value to which millages are applied after applying applicable assessment reductions and deducting applicable exemptions.

Bob Henriquez, CFA  
Hillsborough County Property Appraiser



PPB  
Tangible Department  
311 Pauls Drive  
Brandon, FL 33511-4833  
Telephone: (813) 272-6988  
Fax: (813) 612-7960  
[www.hcpafl.org](http://www.hcpafl.org)

Dear Property Owner,

Enclosed is your 2016 Notice of Proposed Taxes (TRIM Notice). The TRIM notice contains your **Tangible Personal Property's** market value, assessed value, taxable value, any applicable exemptions and a written statement if penalties are applicable. Please review your TRIM notice carefully.

Tangible personal property is eligible for an exemption up to \$25,000 of assessed value. To qualify for the \$25,000 exemption, a return must be timely filed. The return (DR-405) shall be considered your application for the \$25,000 tangible personal property exemption and will be applied to the first \$25,000 of assessed value.

If you failed to file a return (DR-405) by April 1<sup>st</sup>, it may result in the loss of the \$25,000 exemption and application of late penalties up to 25% of the total tax levied against the property, and your TRIM notice will include the statement:

"A late or non-filing penalty is not included in these proposed taxes but will be applied to this account".

On the enclosed TRIM notice are times, dates, and locations of budget hearings and phone numbers for your local Taxing Authorities. At these meetings the 2016 millage tax rates will be finalized. This is the time and place to express your concerns about property taxation levels and the resulting impact on your property tax bill.

For more information, please visit our website at [www.hcpafl.org](http://www.hcpafl.org). If you have any questions about your tangible property assessment, please do not hesitate to contact us at (813) 272-6988, fax - (813) 612-7960, e-mail - [tangible@hcpafl.org](mailto:tangible@hcpafl.org) or visit us at our Brandon location:

311 Pauls Drive, Brandon FL (across from the Post Office)

Maps and directions for each office location can be found at [www.hcpafl.org](http://www.hcpafl.org).

Sincerely,

A handwritten signature in black ink that reads "Bob Henriquez".

Bob Henriquez, CFA  
Property Appraiser

Bob Henriquez, CFA  
Hillsborough County Property Appraiser



PPA  
Tangible Department  
311 Pauls Drive  
Brandon, FL 33511-4833  
Telephone: (813) 272-6988  
Fax: (813) 612-7960  
[www.hcpafl.org](http://www.hcpafl.org)

### TANGIBLE DR-405 FILING WAIVER

Dear Property Owner,

Enclosed is your 2016 Notice of Proposed Taxes (TRIM Notice). The TRIM notice contains your **Tangible Personal Property's** market value, assessed value, and taxable value.

Based on the value of your tangible personal property, you do not have to file a return for 2017 unless you acquire additional assets that cause the value of your tangible personal property to exceed \$25,000.

- As long as the value of your property remains at \$25,000 or less on January 1 of each year, you are not required to file a tangible personal property return.
- If the value of your property exceeds \$25,000, you must file a tangible personal property return, Form DR-405, by April 1.
- If you changed your business address or sold/closed your business, please submit the enclosed change of information form to our office. Even if you are not required to file, it is important for our office to keep our records updated regarding business name changes, mailing address changes, physical location changes, businesses that have been sold, and/or businesses that have been closed.

For more information, please visit our website at [www.hcpafl.org](http://www.hcpafl.org). If you have any questions about your tangible property assessment, please do not hesitate to contact us at (813) 272-6988, e-mail - [tangible@hcpafl.org](mailto:tangible@hcpafl.org) or visit us at our Brandon location:

311 Pauls Drive, Brandon FL (Across from the Post Office)

Maps and directions for each office location can be found at [www.hcpafl.org](http://www.hcpafl.org).

Sincerely,

Bob Henriquez, CFA  
Property Appraiser

[illegible]

7/15/14 12:02 PM

<h2 style="text-align: center; margin: 0;">IMPORTANT NOTICE – CHANGE OF ADDRESS REQUEST</h2>			
<p><b>If the address on your TRIM Notice is not correct,</b> please complete this form and return it to our office so we may update our records.</p>			
<p><b>Homestead Property:</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p>		<p><b>Reason For Address Change:</b></p>	
Folio Number:	<input type="checkbox"/> Moved	Date Moved	____/____/____
Name:	<input type="checkbox"/> Sold Property	Date of Sale	____/____/____
Address:	<input type="checkbox"/> Renting Property	Date Rented	____/____/____
City:	<input type="checkbox"/> Temporarily Away	Estimated Date of Return	____/____/____
State:	<input type="checkbox"/> Owner Deceased	Date of Death	____/____/____
Phone:	<input type="checkbox"/> Power of Attorney/ Guardian	(Please include copy of POA documents with this form)	
Email:	<input type="checkbox"/> Additional Information:	_____	
<p>Signature: _____</p>			
<p><b>If the above referenced parcel has homestead exemption, change of address may result in the loss of your homestead exemption.</b></p>			
<p>If you need further information, please contact our office at (813) 272-6100 or email us at <a href="mailto:custserv@hcapefl.org">custserv@hcapefl.org</a></p>			

7/15/14 12:02 PM



Tangible Personal Property change of address form (front and back):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|||

Place  
Stamp  
Here

**BOB HENRIQUEZ**  
HILLSBOROUGH COUNTY PROPERTY APPRAISER  
ATTN: TANGIBLE DEPT  
311 PAULS DR  
BRANDON FL 33511-4833

|||||

31517 Hills ChngCfAdd-PP.indd 1

7/15/14 10:04 AM

**IMPORTANT NOTICE – CHANGE OF ADDRESS REQUEST**

If the address on your Tangible TRIM Notice is not correct, please complete this form and return it to our office so we may update our records.

Folio Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**Reason For Address Change, check any box that may apply:**

☐ Mailing Address Change Date Changed \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Physical Location Change Date Changed \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Name Change Date Changed \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Business Sold Date Sold \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Please provide new owners name, mailing address and phone number)

☐ Owner Deceased Date of Death \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Power of Attorney/ Guardian  
(Please include copy of POA documents with this form)

☐ Additional Information \_\_\_\_\_

If you need further information, please contact our office at (813) 272-6988 or email us at [tangible@hcpafl.org](mailto:tangible@hcpafl.org)

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7/15/14 10:04 AM



Large/special window No. 10 envelope:

