Instructions for the Greenbelt Application Form

1). Name and Address: Write the property owner(s) name and mailing address.

2). The applicant’s phone number where they can be reached if there are any questions with the application.

3). Folio number of the property. Example 087654.0000

4). Legal description of the property.

5). What type of agricultural classification is being applied for / How many acres being applied for / How many years in that type of use. (If your commodity is not listed, specify under “other”)

6). Income and Expense information for the operation.

7). When was the property purchased?

8). How much was the property purchased for?

9). If equipment or machinery is being used for the greenbelt operation, are you filing a Tangible Personal Property Tax Return on that equipment? If not, a Tangible Personal Property Tax Return (DR-405) needs to be filed.*

10). Is this property being leased to someone else? If so, attach a copy of the lease with the application.

11). Has the owner had the property rezoned to a nonagricultural use?

12). The year the application is being filed for the greenbelt classification.

13). Signature of the person(s) filing for the greenbelt application.

14). Date of the signature of the person filing the application.

THIS COMPLETES YOUR PORTION OF THE GREENBELT APPLICATION
ANYTHING BELOW THIS LINE IS FOR PROPERTY APPRAISER’S OFFICE PERSONNEL

* A DR-405 (Tangible Personal Property Tax Return) should accompany your DR-482 (Greenbelt Application).
APPLICATION AND RETURN FOR
AGRICULTURAL CLASSIFICATION OF LANDS
Section 193.461

The undersigned, hereby request that the lands listed hereon, where appropriate, be classified as Agricultural Lands for property tax purposes, by the property appraiser of the county in which the lands are located.

This form must be signed and returned on or before March 1st.

Applicant name 1
Address
Phone

Return to: Hillsborough County Property Appraiser
307 N. Michigan Ave. Suite 230
Plant City, FL 33566

Property ID number, legal description 4

<table>
<thead>
<tr>
<th>Lands used primarily for agricultural purposes</th>
<th>Number of Acres</th>
<th>How long in this use?</th>
<th>Agricultural Income from this Property Complete for the past 4 years.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citrus</td>
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<td>yrs.</td>
<td>Year</td>
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<td>Cropland</td>
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<td>yrs.</td>
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<tr>
<td>Grazing land</td>
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<td>yrs.</td>
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<tr>
<td>Number of livestock</td>
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<td>yrs.</td>
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<tr>
<td>Timberland</td>
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<td>yrs.</td>
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<tr>
<td>Poultry, swine, or beeyards</td>
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<td>yrs.</td>
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<tr>
<td>Other</td>
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<td>yrs.</td>
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</table>

Date purchased 7 Purchase price 8

Has a Tangible Personal Property Tax Return been filed with the county property appraiser for machinery and equipment?  Yes ☐ No ☐

If yes, what name was the tangible return filed under?  

Is the real property leased to others? If yes, attach copy of lease agreement.  Yes ☐ No ☐

Has the real property been zoned to a nonagricultural use at the request of the owner?  Yes ☐ No ☐

As of January 1 of this year, 12, the lands listed above were used primarily for "bona fide" agricultural purposes. Bona fide agricultural purpose means "good faith commercial agricultural use of the land."

I understand that the property appraiser may require supplemental and additional information, other than the application, and I am willing to comply with any reasonable request to furnish such information.

Under penalties of perjury, I declare that I have read the foregoing application and that the facts stated in it are true. If prepared by someone other than the applicant, his/her declaration is based on all information of which he/she has any knowledge.

Signature 13 Date 14

For Record Purposes Only
This acknowledges receipt of your Application for Agricultural Classification of Lands on date for the above described property.

Signature, Property Appraiser

Record of Action of County Property Appraiser Check the appropriate box below.

☐ 1. Application approved and all lands are classified agricultural
☐ 2. Application disapproved and agricultural classification of lands denied on all Lands
☐ 3. Application approved in part and disapproved in part.

☐ Agricultural classification of lands approved on the following described portion. Use this space only if item 3 above is checked.

Signature, Property Appraiser Date
The undersigned, hereby request that the lands listed hereon, where appropriate, be classified as Agricultural Lands for property tax purposes, by the property appraiser of the county in which the lands are located.

This form must be signed and returned on or before March 1st.

### Applicant name

<table>
<thead>
<tr>
<th>Address</th>
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<th>Phone</th>
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Has a Tangible Personal Property Tax Return been filed with the county property appraiser for machinery and equipment?  

- [ ] Yes
- [ ] No

If yes, what name was the tangible return filed under?

<table>
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<td>[ ] Yes</td>
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Has the real property been zoned to a nonagricultural use at the request of the owner?

- [ ] Yes
- [ ] No

As of January 1 of this year, , the lands listed above were used primarily for "bona fide" agricultural purposes. Bona fide agricultural purpose means "good faith commercial agricultural use of the land."

I understand that the property appraiser may require supplemental and additional information, other than the application, and I am willing to comply with any reasonable request to furnish such information.

Under penalties of perjury, I declare that I have read the foregoing application and that the facts stated in it are true. If prepared by someone other than the applicant, his/her declaration is based on all information of which he/she has any knowledge.

Signature: ___________________________ Date: ___________________________

For Record Purposes Only

This acknowledges receipt of your Application for Agricultural Classification of Lands on _______ for the above described property.

Signature, Property Appraiser: ___________________________ Date: ___________________________

Record of Action of County Property Appraiser

Check the appropriate box below.

- [ ] 1. Application approved and all lands are classified agricultural
- [ ] 2. Application disapproved and agricultural classification of lands denied on all Lands
- [ ] 3. Application approved in part and disapproved in part.

Agricultural classification of lands approved on the following described portion. Use this space only if item 3 above is checked.

Signature, Property Appraiser: ___________________________ Date: ___________________________
Tangible Personal Property Tax Return
Confidential §§193.074 F.S.
As Required by §§193.052 & 193.062 F.S. Return to County Property Appraiser By April 1 to Avoid Penalties

State of Florida, County of
Business Name (DBA - Doing Business As) and Mailing Address

Federal Employer Iden. No

Social Security Number

NAICS/SIC

If name and address is incorrect make necessary corrections

This return subject to audit with all records kept by you.
Incomplete entries are subject to penalties.

1. Please give name and telephone number of Owner or Person in charge of this Business.
   Name ___________________________ Telephone ___________________________
   Corporate Name ___________________________

2. Actual Physical Location of Property for Which this Return is Filed (Street Address - Not P.O. Box)

3. Is your business or farm located within the incorporated limits of a City? Yes __ No __
   What City?

4. Do You File a Tangible Personal Property Tax Return Under Any Other Name? Yes __ No __
   Please Show name Exactly as it Appeared on Your most recent Personal Property Tax Bill or Other Current Tax Return.

5. Date you began business in this county: ___________________________ Fiscal year: ___________________________

5a. Although my fiscal year ended prior to December 31 of the past calendar year, this return reflects property additions and deletions through December 31. Yes ___ No ___

6. Describe Type or Nature of Your Business: ___________________________

7. Trade Level (Check as many as apply) Retail ❑ Wholesale ❑ Manufacturing ❑ Professional ❑ Service ❑ Agriculture ❑ Leasing/Rental ❑ Other ❑

8. Did you file a Tangible Personal Property Return in this county last Year? Yes ___ No ___
   If so, under what name and where?

9. Former owner of the Business:
   Please Show name Exactly as it Appeared on Your most recent Personal Property Tax Bill or Other Current Tax Return.

9a. If Business sold, to whom?
   Date Sold ___________________________

Under penalties of perjury, I declare that I have read the foregoing tax return and the accompanying schedules and statements and that the facts stated in them are true. If prepared by someone other than the taxpayer, the preparer signing this return certifies that this declaration is based on all information of which he/she has any knowledge.

DATE _______________ TITLE ___________________________
SIGNED ___________________________ (TAXPAYER)
SIGNED ___________________________ (PREPARER)
ADDRESS ___________________________
PHONE NO. ___________________________ PREPARER’S I.D. # ___________________________

Schedules on Reverse Side must be completed in Full.

Notice: If you are entitled to a widow’s, widower’s or disability exemption on personal property (not already claimed on real estate) consult appraiser.
**Tangible Personal Property Tax Schedules (Enter Totals on Page 1)**

**ASSETS PHYSICALLY REMOVED DURING LAST YEAR**

Property fully depreciated but continuing in service must be reported on the schedules below.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AGE</th>
<th>YEAR ACQUIRED</th>
<th>TAXPAYER'S EST OF FAIR MARKET VALUE</th>
<th>ORIGINAL INSTALLED COST</th>
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**LEASED, LOANED, AND RENTED EQUIPMENT** - Please complete if you hold equipment belonging to others.

<table>
<thead>
<tr>
<th>NAME AND ADDRESS OF OWNER OR LESSOR</th>
<th>DESCRIPTION</th>
<th>YEAR ACQUIRED</th>
<th>YEAR OF MFG.</th>
<th>RENT PER MONTH</th>
<th>RETAIL INSTALLED COST NEW</th>
<th>LEASE PURCHASE OPTION</th>
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**ENTRY** Enter Applicable Line Number (10-24) From Page 1

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<tr>
<th>DESCRIPTION</th>
<th>AGE</th>
<th>YEAR PURCHASED</th>
<th>TAXPAYER'S ESTIMATE OF FAIR MARKET VALUE</th>
<th>TAXPAYER'S ESTIMATE OF CONDITION</th>
<th>ORIGINAL INSTALLED COST</th>
<th>APPRAISER'S USE ONLY</th>
<th>Condition</th>
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Enter TOTALS on Front - Continue on Separate Sheet if Necessary

**ENTRY** Enter Applicable Line Number (10-24) From Page 1

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<table>
<thead>
<tr>
<th>DESCRIPTION</th>
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Enter TOTALS on Front - Continue on Separate Sheet if Necessary

**ENTRY** Enter Applicable Line Number (10-24) From Page 1

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<table>
<thead>
<tr>
<th>LEASE NO.</th>
<th>NAME/ADDRESS OF LESSEE</th>
<th>ACTUAL PHYSICAL LOCATION</th>
<th>DESCRIPTION</th>
<th>AGE</th>
<th>YEAR PURCHASED</th>
<th>RENT PER MONTH</th>
<th>TAXPAYER'S ESTIMATE OF FAIR MARKET VALUE</th>
<th>TAXPAYER'S ESTIMATE OF CONDITION</th>
<th>RETAIL INSTALLED COST NEW</th>
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</table>

**ENTRY** 22  EQUIPMENT OWNED BY YOU BUT RENTED, LEASED, OR HELD BY OTHERS

<table>
<thead>
<tr>
<th>LEASE NO.</th>
<th>NAME/ADDRESS OF LESSEE</th>
<th>ACTUAL PHYSICAL LOCATION</th>
<th>DESCRIPTION</th>
<th>AGE</th>
<th>YEAR PURCHASED</th>
<th>RENT PER MONTH</th>
<th>TAXPAYER'S ESTIMATE OF FAIR MARKET VALUE</th>
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GENERAL INSTRUCTIONS

Complete this Personal Property Tax Return in accordance with the instructions provided herein as your declaration of personal property situated in this county. If any schedule has insufficient space, attach a separate sheet. Please print or type except for signature.

Social security numbers are used by the Florida property appraisers as identifiers for the administration of Florida's property taxes. Social security numbers obtained for tax administration purposes are confidential under sections 119.071 and 192.0105, Florida Statutes, and not subject to disclosure as public records.

WHAT TO REPORT ON THIS RETURN:

1. Tangible Personal Property - include all goods, chattels, and other articles of value (but not certain vehicles) capable of manual possession and whose chief value is intrinsic to the article itself.
2. Intangible Personal Property - include all intangible personal property (e.g., accounts receivable, bonds, contracts, licenses, patents, trademarks, etc.).
3. Tangible Personal Property - include all personal property that is not tangible personal property, such as land, buildings, and fixtures.
4. Property personally owned, but used in the business must be reported.

DO NOT INCLUDE:

1. Intangible Personal Property - that is, money, all evidences of debt owed to the taxpayer, all evidence of ownership in a corporation, etc.
2. Household Goods such as wearing apparel, appliances, furniture, and other items ordinarily found in the home and used for the comfort of the owner and his family, and not used for commercial purposes.
3. Automobiles, Trucks, and Other Licensed Vehicles - These are not taxable as personal property. (EXCEPTION: The equipment, on certain vehicles, is taxable as personal property and must be reported. Example: power cranes, air compressors, and other equipment designed as a tool rather than primarily as a hauling vehicle.)
4. Inventory - Those chattels consisting of items commonly referred to as goods, wares, and merchandise which are held for sale or lease to customers in the ordinary course of business.

VALUATION OF PERSONAL PROPERTY:

All property located in this county as of January 1 must be reported at 100% of the original total cost. Include sales tax, transportation, handling, and installation charges if incurred. Report the total cost of all assets.

ADJUSTMENTS TO VALUES - TAXPAYER'S ESTIMATE OF FAIR MARKET VALUE:

Enter only UNADJUSTED figures in areas calling for Original Cost. However, Florida law provides that the taxpayer shall also provide an estimate of the current fair market value of the property. An adjustment is a variation from purchase price paid. Adjusted figures MUST be explained on an attached supplemental schedule. Such schedules are considered part of the return.

LOCATION OF PERSONAL PROPERTY:

With the exception noted in the following paragraph, a SEPARATE personal property return must be filed for each location in the county. Additional forms will be mailed on request; contact your county property appraiser’s office.

Owners of vending machines, LP/Propane tanks and similar free standing property at many locations may submit a single schedule in lieu of individual property statements, but may be required by the Property Appraiser to provide a list of site addresses. Owners that previously reported on a DR-405E or other owners of a similarly integrated property may submit a single schedule.

SPECIFIC INSTRUCTIONS

In the appropriate schedule list the original installed cost for assets of your business. Assets in each schedule must be grouped by year of acquisition.

The figure you enter as “original cost” must include the total original installed cost of your equipment, before any allowance for depreciation. Include sales tax, freight-in, handling, and installation costs. If a trade-in was deducted from the invoice price, enter the invoice price.

Add back investment credits taken for federal income tax purposes if those were deducted from the original cost. INCLUDE ALL FULLY DEPRECIATED ITEMS AT ORIGINAL COST, WHETHER WRITTEN OFF OR NOT.

If you own equipment that is out on a loan, rental or lease basis to others, report it on the appropriate schedule and enter the totals on Line 22. List each item of tangible personal property separately in the appropriate schedule except for “classes” of personal property. A class is defined as items which are SUBSTANTIALLY similar in function, use, and age. Do not use the terms “VARIOUS” or “SAME AS LAST YEAR.” This is inadequate reporting and may subject you to penalties for FAILURE TO FILE.

List all items of furniture and fixtures, all machinery and equipment, supplies, and certain types of equipment attached to mobile homes. All expensed items must be entered at original cost.

For each item, report your estimate of the current fair market value of the property and your estimate of the condition of that item (Good, Average, Poor). All expensed items must be entered at original installed cost.

Line 14 - Farm, Grove, and Dairy Equipment:

List all types of agricultural equipment you owned as of January 1. Describe property by type, manufacturer, model number, and year acquired. The following is a partial list of the types of equipment which are to be reported: bulldozers, draglines, mowers, balers, tractors, all types of dairy equipment, pumps, irrigation pipe - show feet of main line and sprinklers, hand and power sprayers, heaters, discs, fertilizer distributors, etc.

Line 16, 16a - Hotel, Motel, Apartment & Rental Units (Household Goods):

List all household goods, i.e., furniture, appliances and equipment used in rental or other commercial property. Both residents and non-residents must report if house, condo, apartment, etc., is rented at any time during the year.

Line 17 - Mobile Home Attachments:

For each of the following types of mobile home attachments, enter the number of items of that type which you owned as of January 1, the year of purchase, the size (length X width), and the original installed cost: Awning, Carport, Patio Roof, Trailer Cover, Screened Porch or Room, Cabana, Open Porch, Utility Room, etc.

Line 20 - Leasehold Improvements - i.e.,Physical Modifications to Leased Property:

If you have made any improvements (including modifications and additions) to property which you lease, list the original cost of the improvements. Improvement must be grouped by type and year of installation. Leasehold improvement - Carpeting, Paneling, Shelving, Cabinets, etc.

IMPORTANT: ATTACH ITEMIZED LIST OR DEPRECIATION SCHEDULE SHOWING INVENTORY OF INDIVIDUAL IMPROVEMENTS.

Line 23 - Supplies:

Enter the average cost of supplies that are on hand, including expensed supplies, such as stationery and janitorial supplies, linens, silverware, etc. which may not have been recorded separately on your books. Include items which you carry in your inventory account but which do NOT come within the definition of “inventory” subject to exemption. Leased, Loaned, and Rented Equipment:

If you borrow, rent or lease equipment from others complete the schedule by entering the name and address of the owner or lessor and a description of the equipment; year you acquired it; year of manufacture, if known; the rent per month; and the amount it would have originally cost had you purchased the equipment new.

INFORMATION REGARDING THE TAX LAWS OF FLORIDA

§192.042, Florida Statutes - DATE OF ASSESSMENT - Tangible Personal Property on January 1.
§193.072, Florida Statutes - PENALTIES - For failure to file a return, 25% of the total tax levied against the property for each year that no return is filed; for filing after the due date, 5% of the total tax levied against the property covered by that return for each year, for each month, or portion thereof, that a return is filed after the due date, but not to exceed 25% of the total tax; for unlisted property, 15% of the tax attributable to the omitted property.
§196.021, Florida Statutes - TAX RETURNS TO SHOW ALL EXEMPTIONS AND CLAIMS - It is the duty of the taxpayer to set forth any legal exemption from taxation to which he may be entitled. The failure to do so shall result in any such exemption being disallowed for that tax year.
§837.06, Florida Statutes - Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in §775.082, §775.083, or §775.084.