

**\*\*Dwelling Exemption Letter Checklist for Applicants\*\***

**1. \*\*Applicant Information\*\***

- Full Name
- Address
- Phone Number
- Email Address

**2. \*\*Property Details\*\***

- Property Address
- Type of Dwelling (e.g., single-family home, apartment)
- Occupancy Status (owner-occupied, rental)

**3. \*\*Exemption Type\*\***

- Specify the type of exemption being requested (e.g., homestead, disability, veteran)

**4. \*\*Supporting Documentation\*\***

- Proof of Identity (e.g., driver's license, passport)
- Proof of Residency (e.g., utility bills, lease agreements)
- Additional Documents for Specific Exemptions (e.g., disability certification, veteran ID)

**5. \*\*Completed Application Form\*\***

- Ensure the official exemption application form is filled out completely

**6. \*\*Affidavit or Declaration\*\***

- Signed declaration confirming the accuracy of the provided information

**7. \*\*Submission Method\*\***

- Specify if documents will be submitted electronically or via mail

**8. \*\*Deadlines\*\***

- Note any important dates related to the exemption application process

**9. \*\*Contact Information for Questions\*\***

- Include relevant contact details for assistance

**10. \*\*Checklist Completion Statement\*\***

- Statement confirming that all items have been reviewed and are included

**\*\*Signature\*\***

- Applicant's Signature
- Date