

# Hillsborough County Tax Collector Non-Ad Valorem (NAV) Program

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## Tax Collector Responsibilities –

The Tax Collector is responsible for collection and distribution of taxes; however, in regard to non-ad valorem assessments, we must make sure that all statutory requirements are satisfied, so that the assessment may appear on the tax roll.

## Website –

In response to your questions and concerns, you may download this information from our website: <http://www.hillstax.org>, as well as, obtain tax information, perform searches and download forms.

The forms listed below are included in the back of this booklet. You may either use these forms, or download a copy from our website.

### Request for Extension

### 1<sup>st</sup> Resolution

### Agreement/Contract

### Certificate to Roll

### No Current Year Levy

### Intent To Discontinue

### Public Contact Information

### Bank Information

### Certificate of Correction

# Calendar I -- New Districts

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Please use this calendar if you are a new district and this will be your first year that the Tax Collector will be collecting your assessment:

## **Once the District Is Created**

Mail a copy of the ordinance to Tax Collector's Office, Property Appraiser's Office and Department of Revenue.

Complete the Public Contact Information Form and mail to the Tax Collector's Office, Property Appraiser's Office, Department of Revenue, and Budget Department (Public Contact Information Form).

Advertise the public hearing (to adopt 1<sup>st</sup> Resolution). Must be advertised four consecutive weeks prior to the date of the public hearing.

**Prior to January 1** Public Hearing to adopt resolution.

**January 10** Send copies of the following documents to the Tax Collector, Property Appraiser and the Department of Revenue.

1. A certified copy of adopted resolution (1<sup>st</sup> Resolution Form).
2. A copy of newspaper advertisement (entire page).
3. Certification or proof of publication showing the dates of publication on Form DR-413 (Publisher's Affidavit Form).

**Prior to June 1** Property Appraiser provides parcel information to the district.

Complete Tax Collector Agreement and mail two original copies to the Tax Collector's Office (Agreement Form).

## **Between June 1 & September 15**

Advertise the Public Hearing (to adopt assessment roll) at least 20 days prior to the date of the hearing.

Mail notification of Public Hearing (to adopt assessment roll) to homeowners via USPS first-class mailing at least 20 days prior to the date of the hearing.

Public Hearing to adopt assessment roll.

The chairman or his/her designee must certify the assessment roll to the Tax Collector (Certificate to Roll Form).

Provide bank name and account number to the Tax Collector's Office for distributions (Bank Information Form).

# Calendar II -- Existing Districts (No Changes)

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Please use this calendar if the Tax Collector has previously collected your assessment and no changes have been made:

**Prior to January 1** Complete Public Contact Information Form and mail to Tax Collector, Property Appraiser, Department of Revenue, and Budget Department (Public Contact Information Form).

**January 1** Tax Collector Agreement is automatically renewed.

**Prior to June 1** Property Appraiser provides parcel information to the district.

**Between June 1 & September 15** The chairman or his/her designee must certify the assessment roll to the Tax Collector (Certification to Roll Form).

Provide bank name and account number to the Tax Collector's Office for distributions (Bank Information Form).

# Calendar III -- Existing Districts (With Changes)

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Please use this calendar if the Tax Collector has previously collected your assessment and a referendum/ordinance has passed changing one or more of the following items:

1. Increase assessment beyond cap in ordinance.
2. Boundaries of the district.
3. Purpose of the assessment or the use of revenue generated by the assessment.

**After Election** Submit passed referendum/amended ordinance to the Tax Collector's Office.

Advertise the Public Hearing (to adopt 1<sup>st</sup> Resolution) for four (4) consecutive weeks prior to the date of the public hearing.

**Prior to January 1** Complete Public Contact Information Form and mail to Tax Collector, Property Appraiser, Department of Revenue, and Budget Department (Public Contact Information Form).

Public Hearing to adopt resolution.

**January 1** Tax Collector Agreement automatically renewed.

**January 10** Submit documentation to the Tax Collector, Property Appraiser and the Department of Revenue.

1. A certified copy of adopted resolution (1<sup>st</sup> Resolution Form).
2. A copy of newspaper advertisement (entire page).
3. Certification or proof of publication showing the dates of publication on Form DR-413 (Publisher's Affidavit Form).

**Prior to June 1** Property Appraiser gives parcel information to the district.

**Between June 1 & September 15**

Advertise the Public Hearing (to adopt assessment roll) at least 20 days prior to the date of the hearing.

Mail notification of Public Hearing (to adopt assessment roll) to homeowners via USPS first-class mailing at least 20 days prior to the date of the hearing.

Public Hearing to adopt assessment roll.

The chairman or his/her designee must certify the assessment roll to the Tax Collector (Certificate to Roll Form).

Provide bank name and account number to the Tax Collector's Office for distributions (Bank Information Form).

# Overview

## What is a Non-Ad Valorem (NAV) assessment?

An assessment, which is not based upon millage, and can become a lien against a homestead as permitted in s. 4, Art. X of the State Constitution.

## Who may levy a Non-Ad Valorem assessment on the tax roll?

Non-Ad Valorem assessments are levied by a local governing body, and are based on the service that they provide.

## What is a Local Governing Body?

A local governing body is a local government inclusive of a county, municipality, or special districts.

## What is a Special District?

Local governing bodies are created by general law, special act, local ordinance or rule of the Governor or Cabinet to provide *specialized* services. That is why they are often referred to as units of local special-purpose government.

## How is a new District created?

As stated above, special districts can be created by general law, special act, or by local ordinance. To obtain more information on creating a new special district or changing an existing district, contact *Mary Mahoney*, BOCC Budget Department at (813) 272-6586.

**Once the district is created, a copy of the ordinance should be forwarded to the Tax Collector's Office, and will serve as notification that a new district has been created.**

The Tax Collector is responsible for collection and distribution of taxes; however, prior to collecting the tax, we must make sure that all statutory requirements are satisfied, so that the assessment may appear on the tax roll.

## How does a new or changing Non-Ad Valorem assessment get on the tax roll?

The local governing body elects to use the Uniform Method of Levy, Collection and Enforcement.

## What is the Uniform Method of Levy, Collection and Enforcement?

The statutory process as provided in Florida Statutes 197.3632 for the levy, collection, and enforcement of Non-Ad Valorem assessments.

## Contacts –

### Hillsborough County Tax Collector

601 E Kennedy Blvd, 14<sup>th</sup> Floor  
Tampa, FL 33602  
(813) 635-5200  
Website: <http://www.hillstax.org>

**Claudia Coleman**, Data Division  
(813) 307-6552, FAX: (813) 307-6551  
E-mail: [coleman@hillstax.org](mailto:coleman@hillstax.org)

**Erin Kwiecinski**, Data Division  
(813) 307-6554, FAX: (813) 307-6551  
E-mail: [kwiecinski@hillstax.org](mailto:kwiecinski@hillstax.org)

**Debbie Johnson**, Data Division  
(813) 307-6225, FAX: (813) 307-6551  
E-mail: [johnson@hillstax.org](mailto:johnson@hillstax.org)

**Saul Cotto**, Accounting Department  
(813) 307-6527, FAX: (813) 307-6521  
E-mail: [cotto@hillstax.org](mailto:cotto@hillstax.org)

### Hillsborough County Property Appraiser

601 E Kennedy Blvd, 15<sup>th</sup> Floor  
Tampa, FL 33602  
(813) 276-8100  
Website: <http://www.hcpafl.org>

**Sam Albano**, Assessment Roll Coordinator  
(813) 276-8821, FAX: (813) 272-5519  
E-mail: [albano@hcpafl.org](mailto:albano@hcpafl.org)

**Chris Weiss**, Analysis Team  
(813) 273-3742, FAX: (813) 272-5519  
E-mail: [weiss@hcpafl.org](mailto:weiss@hcpafl.org)

### Hillsborough County Budget Department

601 E Kennedy Blvd, 26<sup>th</sup> Floor  
Tampa, FL 33602  
Website: <http://www.hillsboroughcounty.org>

**Mary Mahoney**, Special Assessments  
(813) 272-6586, FAX: (813) 272-7005  
E-mail: [mahoneym@hillsboroughcounty.org](mailto:mahoneym@hillsboroughcounty.org)

### Florida Department of Community Affairs

2555 Shumard Oak Blvd  
Tallahassee, FL 32399-2100  
(850) 488-8466  
Website: <http://www.dca.state.fl.us/>

**Jack Gaskins, Jr.**, Special District Information  
(850) 922-5431, FAX: (850) 410-1555  
E-mail: [JackGaskins@dca.state.fl.us](mailto:JackGaskins@dca.state.fl.us)

### Florida Department of Revenue

PO Box 3000  
Tallahassee, FL 32315-3000  
Website: <http://www.state.fl.us/dor/>

# Uniform Method of Levy, Collection & Enforcement

The Uniform Method of Levy, Collection & Enforcement is the statutory process as provided in Florida Statutes 197.3632 for the levy, collection, and enforcement of Non-Ad Valorem assessments. By utilizing this method, Non-Ad Valorem taxes are collected in the same manner as Ad Valorem taxes, thereby assuming the same powers, up to and including loss of property for non-payment to taxes.

**FS 197.3632 Uniform method for the levy, collection, and enforcement of non-ad valorem assessments.--**

(8)(a) Non-ad valorem assessments collected pursuant to this section shall be subject to all collection provisions of this chapter, including provisions relating to discount for early payment, prepayment by installment method, deferred payment, penalty for delinquent payment, and issuance and sale of tax certificates and tax deeds for nonpayment.

In addition, the Non-Ad Valorem assessment will appear on the annual tax bill.

**FS 197.3632 Uniform method for the levy, collection, and enforcement of non-ad valorem assessments.--**

(7) Non-ad valorem assessments collected pursuant to this section shall be included in the combined notice for ad valorem taxes and non-ad valorem assessments provided for in s. 197.3635.

The Uniform Method of Levy, Collection, & Enforcement must be followed if:

- 1) There is a new levy of a Non-Ad Valorem assessment;
- 2) The Non-Ad Valorem assessment is increased beyond the maximum rate authorized by law or judicial decree at the time of initial imposition;
- 3) The local government's boundaries have changed unless all affected property owners have provided written consent for the assessment to the governing board; or
- 4) Changes occur in either the purpose for the assessment or the use of the revenue generated by the assessment.

If a district wants a new or changing assessment to appear on the upcoming tax roll, the requirements must be met prior to the statutory deadlines. The only exception would be for the January 1<sup>st</sup> deadline – if the district is unable to meet this deadline, they may file for a 2-month extension.

## Statutory Requirements –

These are the following statutory requirements to get a *new or changing district's* assessment on the tax roll using the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem assessments:

### January 1<sup>st</sup> –

- 1<sup>st</sup> Advertisement;
- 1<sup>st</sup> Publisher's Affidavit;
- 1<sup>st</sup> Public Hearing; and
- 1<sup>st</sup> Resolution.

### January 10<sup>th</sup> –

- Documentation Deadline; or
- Extension Request Deadline.

### March 1<sup>st</sup> (Extension Only) –

- 1<sup>st</sup> Advertisement;
- 1<sup>st</sup> Publisher's Affidavit;
- 1<sup>st</sup> Public Hearing; and
- 1<sup>st</sup> Resolution.

### March 10<sup>th</sup> (Extension Only) –

- Documentation Deadline.

### Prior to June 1<sup>st</sup> –

- Agreement/Contract; and
- Assessment Roll.

### June 1<sup>st</sup> thru September 15<sup>th</sup> –

- 2<sup>nd</sup> Advertisement;
- 2<sup>nd</sup> Publisher's Affidavit;
- First Class Mailing;
- 2<sup>nd</sup> Public Hearing;
- NAV Assessment Roll; and
- NAV Roll Certification.

### After September 15<sup>th</sup> –

- Public Contact Information;
- Bank Information Form;
- Distributions; and
- Certificate of Corrections.

# Extension

If the district is unable to meet this January 1<sup>st</sup> statutory deadline, an extension may be requested in writing. Extension requests must be received by January 10<sup>th</sup>. If agreed upon by the Tax Collector and the Property Appraiser, a 2-month extension may be granted allowing the districts more time to satisfy their statutory requirements.

Extension requests must be mailed to:  
**Hillsborough County Tax Collector**  
**ATTN: Claudia Coleman**  
**601 E Kennedy Blvd, 14<sup>th</sup> FL**  
**Tampa, FL 33602.**

In addition, please mail a copy of your request to Mary Mahoney, BOCC Budget Department, as well as, Sam Albano, Property Appraiser's Office.

If an extension is granted, the public hearing must be held prior to March 1<sup>st</sup>, with all documentation reaching the Tax Collector's Office by March 10<sup>th</sup>. Documentation required for an extension, is the same as the January 10<sup>th</sup> deadline.

**FS 197.3632 Uniform method for the levy, collection, and enforcement of non-ad valorem assessments.--** (3)(a) Notwithstanding any other provision of law to the contrary, a local government which is authorized to impose a non-ad valorem assessment and which elects to use the uniform method of collecting such assessment for the first time as authorized in this section shall adopt a resolution at a public hearing prior to January 1 or, if the property appraiser, tax collector, and local government agree, March 1. If the resolution is adopted, the local governing board shall send a copy of it by United States mail to the property appraiser, the tax collector, and the department by January 10 or, if the property appraiser, tax collector, and local government agree, March 10.

## REQUEST FOR EXTENSION

I hereby request an extension in compliance with Section 197.3632 subsection 3(a) of Florida Statutes for

\_\_\_\_\_  
(Name of Local Government)

since we will be unable to comply with the January 1<sup>st</sup> deadline.

In witness whereof, I have subscribed this Request for Extension this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Chairman of the Board or Authorized Agent)

\_\_\_\_\_  
(Office)

cc: Mary Mahoney, Special Assessment Coordinator  
Sam Albano, Property Appraiser's Office

# 1st Advertisement

Prior to the 1<sup>st</sup> public hearing to adopt the 1<sup>st</sup> Resolution, the district must provide notice to the public of their intent to use the Uniform Method for the Levy, Collection and Enforcement of Non-Ad Valorem Assessment, as well as, the date, time and place of the public hearing.

This notice must be published in a newspaper of general circulation for four (4) consecutive weeks preceding the public hearing.

**FS 197.3632 Uniform method for the levy, collection, and enforcement of non-ad valorem assessments.--** (3)(a) The local government shall publish notice of its intent to use the uniform method for collecting such assessment weekly in a newspaper of general circulation within each county contained in the boundaries of the local government for 4 consecutive weeks preceding the hearing.

## NOTICE

### **NOTICE BY (NAME OF LOCAL GOVERNMENT) OF INTENT TO USE THE UNIFORM AD VALOREM METHOD OF COLLECTION OF A NON-AD VALOREM ASSESSMENT**

Notice is hereby given to all owners of lands located within the boundaries of the (name of local government) that the (name of local government) intends to use the uniform ad valorem method for collecting the non-ad valorem assessments levied by the (name of local government) as set forth in Section 197.3632, Florida Statutes and that the Board of Supervisors (or other name of governing board) will hold a public hearing on (date), at (time) at the (address for hearing).

The purpose of the public hearing is to consider the adoption of a Resolution authorizing the (name of local government) to use the uniform ad valorem method of collecting non-ad valorem assessments levied by the (name of local government) as provided in Section 197.3632, Florida Statutes.

The (name of local government) (has adopted a new non-ad valorem assessment), (or) (has adopted a non-ad valorem assessment) to be collected each year until discontinued for one year for (purpose).

This non-ad valorem assessment is: (list one or more of the following)

1. Levied for the first time.
2. Increased beyond the maximum rate authorized by law at the time of its initial imposition.
3. Related to a change in boundaries of the (name of local government).
4. Related to a change in purpose for an existing assessment or in the use of the revenue from such assessment.

Interested parties may appear at the public hearing to be heard regarding the use of the uniform ad valorem method of collecting such non-ad valorem assessments. If any person decides to appeal any decision made with respect to any matter considered at this public hearing such person will need a record of proceedings and for such purpose such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Name of local government)

By: \_\_\_\_\_  
(Appropriate Officer)

PUBLISH: (name of newspaper)

Publication dates:

# 1st Publisher's Affidavit

Districts are required by Florida Statutes to provide the publisher's affidavit to the Tax Collector's Office. This is the publisher's declaration that the advertisement was published.

**FS 50.031 Newspapers in which legal notices and process may be published.--**  
Proof of such publication shall be made by uniform affidavit.

DR-413

## PROOF OF PUBLICATION FORM OF UNIFORM AFFIDAVIT

NAME OF NEWSPAPER  
Published (Weekly or Daily)  
(Town or City) (County) FLORIDA

STATE OF FLORIDA

County of \_\_\_\_\_:

Before the undersigned authority personally appeared \_\_\_\_\_, who on oath says that he or she is \_\_\_\_\_ of the \_\_\_\_\_, a \_\_\_\_\_ newspaper published at \_\_\_\_\_, in \_\_\_\_\_ County, Florida; that the attached copy of advertisement, being a (notice) in the matter of (the local government's intent to use the uniform method for collecting a non-ad valorem assessment), was published in said newspaper in the issues of (four consecutive weeks of) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Affiant further says that the said \_\_\_\_\_ is a newspaper published at \_\_\_\_\_, in said \_\_\_\_\_ County, Florida, and that the said newspaper has heretofore been continuously published in said \_\_\_\_\_ County, Florida, \_\_\_\_\_ and has been entered as second class mail matter at the post office in \_\_\_\_\_, in said \_\_\_\_\_ County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and the affiant further says that he or she has neither paid nor promised any person, firm, or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_, who is personally known to me or who has produced (type of identification) as identification.

(Signature of Notary Public)

(Print, Type, or Stamp Commissioned Name of Notary Public)

(Notary Public)

# 1st Public Hearing

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A public hearing must be held prior to January 1<sup>st</sup> to provide a forum for residents to appear and voice concerns/objections in regard to the proposed resolution. Once the public has been heard, the district officers will vote on the resolution.

For more information regarding the Public Hearing, please contact *Mary Mahoney*, *BOCC Budget Department at (813) 272-6586*.

**FS 197.3632 Uniform method for the levy, collection, and enforcement of non-ad valorem assessments.--** (3)(a) Notwithstanding any other provision of law to the contrary, a local government which is authorized to impose a non-ad valorem assessment and which elects to use the uniform method of collecting such assessment for the first time as authorized in this section shall adopt a resolution at a public hearing prior to January 1 or, if the property appraiser, tax collector, and local government agree, March 1.

# 1st Resolution

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This resolution is based on the outcome of a 1<sup>st</sup> public hearing conducted prior to January 1<sup>st</sup>. If the resolution passes, the resolution is drawn up and signed by the authorized district representative. If the resolution is not adopted at the public hearing, then the process is over and the special assessment would be collected by another method chosen by the taxing authority.

The first resolution is the district's formal intent to use the Uniform Method of Levy, Collection and Enforcement. It basically states:

- 1) The District's intent to used the Uniform Method;
- 2) The Purpose of the levy; and
- 3) The District Boundaries.

**FS 197.3632 Uniform method for the levy, collection, and enforcement of non-ad valorem assessments.--** (3)(a) Notwithstanding any other provision of law to the contrary, a local government which is authorized to impose a non-ad valorem assessment and which elects to use the uniform method of collecting such assessment for the first time as authorized in this section shall adopt a resolution at a public hearing prior to January 1 or, if the property appraiser, tax collector, and local government agree, March 1. The resolution shall clearly state its intent to use the uniform method of collecting such assessment. The resolution shall state the need for the levy and shall include a legal description of the boundaries of the real property subject to the levy.

**RESOLUTION STATING THE INTENT TO USE THE  
UNIFORM METHOD OF LEVYING AND COLLECTING  
NON-AD VALOREM ASSESSMENTS**

**BY THE \_\_\_\_\_ SPECIAL DISTRICT**  
(Name of Local Government)

Upon Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the following Resolution was adopted by majority vote, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**WHEREAS**, Florida Statutes, Section 197.3632 provides for a uniform method for the levy, collection, and enforcement of non-ad valorem assessments, and

**WHEREAS**, the Special District of \_\_\_\_\_ hereby intends to use the method prescribed in Florida Statutes, Section 197.3632 in the collection of the non-ad valorem assessments, and

**WHEREAS**, the intent to use the uniform method for collecting such non-ad valorem assessment has been published in the \_\_\_\_\_, a newspaper of general circulation for four (4) consecutive weeks, preceding the public hearing adopting this resolution, and

**WHEREAS**, the District recognizes the need for the levy of the non-ad valorem assessment for the nature and purpose of \_\_\_\_\_, and

**WHEREAS**, said assessment is to be collected each year until discontinued for one year, and

**WHEREAS**, the legal description of the real property in the special district subject to the non-ad valorem assessment levy is attached hereto and made a part hereof as "Exhibit A".

**NOW, THEREFORE, BE IT RESOLVED** by the governing board of the Special District, Hillsborough County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

1. The uniform method for the levy, collection, and enforcement of non-ad valorem assessments as provided in Florida Statutes, Section 197.3632 shall be followed by this Special District.
2. That a copy of this Resolution shall be sent by United States mail to the Hillsborough County, Florida, Property Appraiser, Tax Collector and the Florida State Department of Revenue prior to January 10, \_\_\_\_\_.

**WITNESS**, my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Secretary to the Governing Board of the Special District

# Documentation Deadline

The district must provide proof of their statutory compliance to the Tax Collector, the Property Appraiser and the Department of Revenue. To verify statutory compliance, the Tax Collector's office must receive the following items by **January 10<sup>th</sup> or March 10<sup>th</sup>** (if an extension has been granted):

- 1) A copy of the Newspaper Advertisement;
- 2) The Publisher's Affidavit; and
- 3) A Certified Copy of the Adopted Resolution.

**FS 197.3632 Uniform method for the levy, collection, and enforcement of non-ad valorem assessments.**— (3)(a) Notwithstanding any other provision of law to the contrary, a local government which is authorized to impose a non-ad valorem assessment and which elects to use the uniform method of collecting such assessment for the first time as authorized in this section shall adopt a resolution at a public hearing prior to January 1 or, if the property appraiser, tax collector, and local government agree, March 1. If the resolution is adopted, the local governing board shall send a copy of it by United States mail to the property appraiser, the tax collector, and the department by January 10 or, if the property appraiser, tax collector, and local government agree, March 10.

**FAC 12D-18.003 Non-Ad Valorem Assessments; Method for Election to Use Section 197.3632, Florida Statutes.**-- (3) The local government shall include with the resolution the following: (a) A certified copy of adopted resolution. (b) A copy of newspaper advertisement (entire page). (c) A certification or proof of publication showing the dates of publication on Form DR-413.

# Agreement

Once the resolution has passed and statutory compliance has been verified, the district shall enter into written agreement with the Tax Collector and the Property Appraiser to provide reimbursement for administrative costs associated with collecting their assessment. Administrative costs under Section 197.3632, Florida Statutes shall include, but are not limited to: personnel, forms, supplies, data processing, computer equipment, postage and programming.

In addition, the Tax Collector's Agreement or Contract sets forth the Tax Collector's and District's annual responsibilities, in regard to their assessment, as well as statutory fee provisions:

- 1) Cities and Counties actual cost of collection; or
- 2) Districts – Fee is the greater of the actual cost or 2% as set forth in Section 192.091(2), Florida Statutes.

**FS 197.3632 Uniform method for the levy, collection, and enforcement of non-ad valorem assessments.**— (2) A local governing board shall enter into a written agreement with the property appraiser and tax collector providing for reimbursement of necessary administrative costs incurred under this section. Administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming.

There are three different agreements: 1) Special Districts; 2) Municipalities; and 3) County Agencies. Please complete the agreement form, which best describes your governing body. For the purpose of this booklet, we have included the Special District Agreement. The City and County Agreements are available on our website.

**DISTRICT AGREEMENT**

**THIS AGREEMENT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ of \_\_\_\_\_,  
by and between \_\_\_\_\_, a political subdivision of the State  
of Florida, whose address is \_\_\_\_\_,

hereinafter referred to as the "DISTRICT" and Doug Belden, the Hillsborough County Tax Collector, a constitutional officer of the State of Florida, whose address is 601 East Kennedy Boulevard, 14<sup>th</sup> Floor, Tampa, Florida 33602.

**WITNESSETH:**

**WHEREAS**, the DISTRICT is authorized to impose non-ad valorem assessments and by Resolution has expressed its intent to use the uniform method of notice, levy, collection and enforcement of such assessments, as authorized by Section 197.3632, Florida Statutes; and

**WHEREAS**, the uniform methodology, with its enforcement provisions including the use of tax certificates and tax deeds for enforcing against any delinquencies, is more fair to the delinquent property owner than traditional lien foreclosure methodology; and

**WHEREAS**, the uniform method will provide for more efficiency of collection by virtue of the assessment being on the tax notice issued by the Tax Collector which will produce positive economic benefits to the DISTRICT; and

**WHEREAS**, the uniform methodology will tend to eliminate confusion and to promote local government accountability; and

**WHEREAS**, Section 197.3632(2), Florida Statutes, provides that the DISTRICT shall enter into a written agreement with the Tax Collector for reimbursement of necessary administrative costs incurred in implementing the uniform methodology law; and

**WHEREAS**, Section 197.3632(7), Florida Statutes, provides that the DISTRICT shall bear all costs associated with any separate notice in the event the Tax Collector is unable to merge a non-ad valorem assessment roll to produce the annual tax notice; and

**WHEREAS**, Section 197.3632(8)(c), Florida Statutes, provides that the DISTRICT shall compensate the Tax Collector for the costs of collecting non-ad valorem assessments;

**NOW, THEREFORE**, for and in consideration of the foregoing, including mutual terms, covenants and conditions herein contained, the parties do contract and agree as follows:

**ARTICLE I -- Purpose**

The purpose of this Agreement is to establish the terms and conditions under which the Tax Collector shall collect and enforce the collection of those certain non-ad valorem assessments levied by the DISTRICT to include reimbursement by the DISTRICT to the Tax Collector for costs of collection pursuant to Section 197.3632(8)(c), Florida Statutes; any costs involved in separate mailings because of non merger of any non-ad valorem assessment roll as certified by the DISTRICT pursuant to Section 197.3632(7), Florida Statutes; and for necessary administrative costs, including, but not limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage and programming which attend all of the collection and enforcement duties imposed upon the Tax Collector by the uniform methodology, as provided in Section 197.3632(2), Florida Statutes.

**ARTICLE II -- Term**

The term of this Agreement shall commence on January 1, \_\_\_\_\_, and shall run through December 31, \_\_\_\_\_, the date of signature of the parties notwithstanding, and shall automatically be renewed thereafter for successive periods not to exceed one (1) year each, unless the DISTRICT provides notice to the Tax Collector, Property Appraiser and Department of Revenue prior to January 10 of the assessment year that the DISTRICT will discontinue using the uniform method of collection.

### **ARTICLE III -- Compliance With Laws and Regulations**

The parties shall abide by all statutes, rules and regulations pertaining to the levy and collection of non-ad valorem assessments and any ordinances promulgated by the DISTRICT not inconsistent with, nor contrary to, the provisions of Section 197.3632, Florida Statutes, and Section 197.3635, Florida Statutes, and any subsequent amendments to said statutes, and any rules duly promulgated pursuant to these statutes by the Department of Revenue.

### **ARTICLE IV -- Duties and Responsibilities of District**

The DISTRICT agrees, covenants and contracts to:

- (a) Reimburse the Tax Collector two (2) percent of collections pursuant to Section 197.3632(8)(c), Florida Statutes.
- (b) Reimburse the Tax Collector for necessary costs for the collection and enforcement of the applicable non-ad valorem assessment by the Tax Collector under the new uniform law, pursuant to Section 197.3632(2), Florida Statutes, to include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage and programming.
- (c) To pay for or alternatively to reimburse the Tax Collector for any separate tax notice necessitated by the inability of the Tax Collector to merge the non-ad valorem assessment roll certified by the DISTRICT pursuant to Section 197.3632(7), Florida Statutes.
- (d) The DISTRICT, upon being timely billed, shall pay directly for necessary advertising relating to implementation of the new uniform non-ad valorem assessment law pursuant to Sections 197.3632 and 197.3635, Florida Statutes, and any applicable rules promulgated by the Department of Revenue thereunder.
- (e) By 15 September of each calendar year, the chairperson of the governing board of the DISTRICT, or his or her designee, shall officially certify to the Tax Collector the non-ad valorem assessment roll on compatible electronic medium, tied to the property parcel identification number, and otherwise in conformance in format to that contained on the ad valorem tax rolls submitted by the Property Appraiser to the Department of Revenue. The DISTRICT shall post the non-ad valorem assessment for each parcel on the said non-ad valorem assessment roll and shall exercise its responsibility that such non-ad valorem assessment roll be free of errors and omissions. The DISTRICT shall notify the Tax Collector, Property Appraiser and Department of Revenue prior to January 10 of the assessment year if the DISTRICT will discontinue using the uniform method of collection and enforcement of the applicable non-ad valorem assessment.
- (f) The DISTRICT agrees to cooperate with the Tax Collector to implement the uniform method of notice, levy, collection and enforcement of each non-ad valorem assessment, pursuant to, and consistent with, all the provisions of Sections 197.3632 and 197.3635, Florida Statutes, or its successor of statutory provisions and all applicable rules promulgated by the Department of Revenue and their successor rules.

### **ARTICLE V -- Duties of the Tax Collector**

- (a) The Tax Collector shall merge all rolls, prepare a collection roll and prepare a combined notice (the tax notice) for both ad valorem taxes and non-ad valorem assessments for the DISTRICT, pursuant to Sections 197.3632 and 197.3635, Florida Statutes, and its successor provisions, and any applicable rules, and their successor rules, promulgated by the Department of Revenue, and in accordance with any specific ordinances or resolutions adopted by the DISTRICT, so long as said ordinances and resolutions shall themselves each and every one clearly state intent to use the uniform method for collecting such assessments and so long as they are further not inconsistent with, nor contrary to, the provisions of Sections 197.3632 and 197.3635, Florida Statutes, and their successor provisions, and any applicable rules.
- (b) The Tax Collector shall collect the non-ad valorem assessment of the DISTRICT as certified to the Tax Collector no later than 15 September of each calendar year on compatible electronic medium, tied to the property identification number for each parcel, and in the format used by the Property Appraiser for the ad valorem rolls submitted to the Department of Revenue and if free of errors or omissions.
- (c) The Tax Collector agrees to cooperate with the DISTRICT in implementation of the uniform method for collecting and enforcing non-ad valorem assessments pursuant to Sections 197.3632 and 197.3635, Florida Statutes, and any successor provisions and applicable rules. The Tax Collector shall not accept any such non-ad valorem assessment roll that is not officially certified to the Tax Collector by 15 September of each calendar year on compatible electronic medium tied to the property identification number and in the format used by the Property Appraiser on the ad valorem roll submitted to the Department of Revenue.

- (d) If the Tax Collector discovers errors or omissions on such roll, he may request the DISTRICT to file a corrected roll or a correction of the amount of any assessment and the DISTRICT shall bear the cost of any such error or omission.
- (e) If the Tax Collector determines that a separate mailing is authorized pursuant to Section 197.3632(7), Florida Statutes, and any applicable rules promulgated by the Department of Revenue, and any successor provision to said law or rules, the Tax Collector shall either mail a separate notice of the particular non-ad valorem assessment or shall direct the DISTRICT to mail such a separate notice. In making this decision, the Tax Collector shall consider all costs to the DISTRICT and to the taxpayers of such a separate mailing as well as the adverse effect to the taxpayers of delay in multiple notices. If such a separate mailing is effected, the DISTRICT shall bear all costs associated with the separate notice for the non-ad valorem assessment that could not be merged, upon timely billing by the Tax Collector.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals and such of them as are corporations have caused these presents to be signed by their duly authorized officers.

WITNESS:

DOUG BELDEN  
HILLSBOROUGH COUNTY TAX COLLECTOR

BY: \_\_\_\_\_  
Deputy Tax Collector

\_\_\_\_\_  
Authorized Representative Special District

## Diskettes

Prior to June 1<sup>st</sup>, the Property Appraiser prepares a diskette of all properties located within the boundaries specified in your district's resolution. Specifically, the diskette will contain:

- 1) The legal description of the property within the boundaries described in the resolution;
- 2) The names and addresses of the owners of that property; and
- 3) The property identification number (PIN) and/or folio number.

All information must conform to the format of the tax roll as submitted by the Property Appraiser to the Department of Revenue.

If the taxing authority needs more information than provided above, then they must obtain the information by contract with the Property Appraiser at his option or from another source.

**FS 197.3632 Uniform method for the levy, collection, and enforcement of non-ad valorem assessments.**—(3)(b) Annually by June 1, the property appraiser shall provide each local government using the uniform method with the following information by list or compatible electronic medium: the legal description of the property within the boundaries described in the resolution, and the names and addresses of the owners of such property. Such information shall reference the property identification number and otherwise conform in format to that contained on the ad valorem roll submitted to the department. The property appraiser is not required to submit information which is not on the ad valorem roll or compatible electronic medium submitted to the department. If the local government determines that the information supplied by the property appraiser is insufficient for the local government's purpose, the local government shall obtain additional information from any other source.

For more information on your diskette, please contact *Sam Albano, Office of the Property Appraiser at (813) 276-8821.*

# 2nd Advertisement

At least 20 days prior to the 2<sup>nd</sup> public hearing, the local government shall give notice of the hearing. Such notice shall be by newspaper publication and mail. In other words, it notifies the public that the district's assessment will be collected by the Tax Collector, it will have the same power as Ad Valorem taxes (e.g. if the property owner doesn't pay their taxes, they are subject to losing their property), and that the meeting is open to the public.

**FS 197.3632 Uniform method for the levy, collection, and enforcement of non-ad valorem assessments.**— (4)(b) At least 20 days prior to the public hearing, the local government shall notice the hearing by first-class United States mail and by publication in a newspaper generally circulated within each county contained in the boundaries of the local government. The published notice shall contain at least the following information: the name of the local governing board; a geographic depiction of the property subject to the assessment; the proposed schedule of the assessment; the fact that the assessment will be collected by the tax collector; and a statement that all affected property owners have the right to appear at the public hearing and the right to file written objections within 20 days of the publication of the notice.

## The 2<sup>nd</sup> Advertisement must contain:

- 1) The name of the local governing board.
- 2) A geographic depiction of the property subject to the assessment. Note: A drawing of the affected property.
- 3) The proposed schedule of the assessment.
- 4) The fact that the assessment will be collected by the Tax Collector.
- 5) A statement that all affected property owners have a right to appear at the public hearing and also the right to file written objections within 20 days of the publication of notice.

**(ADVERTISEMENT)**  
**NOTICE OF PUBLIC HEARING**

<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>PLACE</u></b>
<u>(Date of Hearing)</u>	<u>(Time of Hearing)</u>	<u>(Location of Hearing)</u>

to adopt the (year) non-ad valorem assessment roll for (name of district)

(Street Boundaries)

Your District Name

(Street Boundaries)

The proposed (year) assessment of \$(your assessment amount) per (unit of measurement, e.g. lot) will be collected by the Tax Collector as a part of your Ad Valorem property tax bill.

All affected property owners have the right to appear at the public hearing. Written objections must be filed within 20 days of this published notice.

# 2nd Publisher's Affidavit

Districts are required by Florida Statutes to provide the publisher's affidavit to the Tax Collector's Office. This is the publisher's declaration that the advertisement was published.

**FS 50.031 Newspapers in which legal notices and process may be published.--**  
Proof of such publication shall be made by uniform affidavit.

DR-413

## PROOF OF PUBLICATION FORM OF UNIFORM AFFIDAVIT

NAME OF NEWSPAPER  
Published (Weekly or Daily)  
(Town or City) (County) FLORIDA

STATE OF FLORIDA

County of \_\_\_\_\_:

Before the undersigned authority personally appeared \_\_\_\_\_, who on oath says that he or she is \_\_\_\_\_ of the \_\_\_\_\_, a \_\_\_\_\_ newspaper published at \_\_\_\_\_, in \_\_\_\_\_ County, Florida; that the attached copy of advertisement, being a (notice) in the matter of (the local government's intent to use the uniform method for collecting a non-ad valorem assessment), was published in said newspaper in the issues of (four consecutive weeks of) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Affiant further says that the said \_\_\_\_\_ is a newspaper published at \_\_\_\_\_, in said \_\_\_\_\_ County, Florida, and that the said newspaper has heretofore been continuously published in said \_\_\_\_\_ County, Florida, \_\_\_\_\_ and has been entered as second class mail matter at the post office in \_\_\_\_\_, in said \_\_\_\_\_ County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and the affiant further says that he or she has neither paid nor promised any person, firm, or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_, who is personally known to me or who has produced (type of identification) as identification.

(Signature of Notary Public)

(Print, Type, or Stamp Commissioned Name of Notary Public)

(Notary Public)

# First Class Mailing

At least 20 days prior to the second public hearing, the local government shall notice the hearing. Such notice shall be by newspaper publication and mail. The notice by mail shall be by first class U.S. Mail, sent to the owner of each property subject to the assessment.

**FS 197.3632 Uniform method for the levy, collection, and enforcement of non-ad valorem assessments.**— (4)(b) At least 20 days prior to the public hearing, the local government shall notice the hearing by first-class United States mail. The notice by mail shall be sent to each person owning property subject to the assessment and shall include the following information: the purpose of the assessment; the total amount to be levied against each parcel; the unit of measurement to be applied against each parcel to determine the assessment; the number of such units contained within each parcel; the total revenue the local government will collect by the assessment; a statement that failure to pay the assessment will cause a tax certificate to be issued against the property which may result in a loss of title; a statement that all affected property owners have a right to appear at the hearing and to file written objections with the local governing board within 20 days of the notice; and the date, time, and place of the hearing. However, notice by mail shall not be required if notice by mail is otherwise required by general or special law governing a taxing authority and such notice is served at least 30 days prior to the authority's public hearing on adoption of a new or amended non-ad valorem assessment roll.

## The First Class Mailing must include:

- 1) The purpose of the assessment.
- 2) The total amount to be levied against each parcel.
- 3) The unit of measurement to be applied against each parcel to determine the assessment.
- 4) The number of units contained within each parcel.
- 5) Total revenue the local government will collect by the assessment.
- 6) A statement that failure to pay the assessment will cause a tax certificate to be issued against the property, which may result in the loss of title.
- 7) A statement that all affected property owners have a right to appear at the hearing and to file written objections with the local governing board within 20 days of the notice.
- 8) The date, time and place of the hearing.

### (FIRST CLASS MAILING) NOTICE OF PUBLIC HEARING

**DATE**  
(Date of Hearing)

**TIME**  
(Time of Hearing)

**PLACE**  
(Location of Hearing)

to adopt the (**year**) non-ad valorem assessment roll for (**Name of District**).

Folio number \_\_\_\_\_ Units \_\_\_\_\_

The (**year**) assessment will be \$ \_\_\_\_\_ per (**unit of measurement, e.g. lot**), and will generate \$ \_\_\_\_\_ total revenue for (**year**) to be used for (**purpose of district**).

Non-payment of your assessment will cause a tax certificate to be issued against the property, which may result in a loss of title. All affected property owners have a right to appear at the hearing. Written objections must be filed within 20 days of this notice.

# 2nd Public Hearing

Between June 1st and September 15th, the NAV district adopts a Non-Ad Valorem assessment roll at a public hearing.

Again, the same statutory requirements apply for public hearings. For more information regarding the Public Hearing, please contact *Mary Mahoney, BOCC Budget Department* at (813) 272-6586.

**FS 197.3632 Uniform method for the levy, collection, and enforcement of non-ad valorem assessments.**— (4) (c) At the public hearing, the local governing board shall receive the written objections and shall hear testimony from all interested persons. The local governing board may adjourn the hearing from time to time. If the local governing board adopts the non-ad valorem assessment roll, it shall specify the unit of measurement for the assessment and the amount of the assessment. Notwithstanding the notices provided for in paragraph (b), the local governing board may adjust the assessment or the application of the assessment to any affected property based on the benefit which the board will provide or has provided to the property with the revenue generated by the assessment.

# NAV Assessment Roll

The NAV Assessment Roll is based on the outcome of the 2<sup>nd</sup> Public Hearing, as well as, any written objections received. If the NAV roll is adopted, the district specifies the assessment amount and unit of measure on each parcel included on the diskette, **then submits to the Property Appraiser by the last working day of August.** This is stipulated in the contract between the district and the Property Appraiser.

**FS 197.3632 Uniform method for the levy, collection, and enforcement of non-ad valorem assessments.**-- (5) The local government shall post the non-ad valorem assessment for each parcel on the roll.

For more information on your diskette, please contact *Sam Albano, Office of the Property Appraiser at (813) 276-8821.*

# NAV Roll Certification

In addition, the district must certify the NAV Roll to the Tax Collector by September 15<sup>th</sup>. This is accomplished by completing the Certificate to Roll form.

**FS 197.3632 Uniform method for the levy, collection, and enforcement of non-ad valorem assessments.**-- (5) By September 15 of each year, the chair of the local governing board or his or her designee shall certify a non-ad valorem assessment roll on compatible electronic medium to the tax collector. The local government shall post the non-ad valorem assessment for each parcel on the roll. The tax collector shall not accept any such roll that is not certified on compatible electronic medium and that does not contain the posting of the non-ad valorem assessment for each parcel. It is the responsibility of the local governing board that such roll be free of errors and omissions. Alterations to such roll may be made by the chair or his or her designee up to 10 days before certification. If the tax collector discovers errors or omissions on such roll, he or she may request the local governing board to file a corrected roll or a correction of the amount of any assessment.

## Certificate to Roll –

The Certificate to Roll form is the document that certifies your district's Non-Ad Valorem assessment roll to the Tax Collector. The non-ad valorem assessment roll must be certified by September 15<sup>th</sup>.

The information required on this form may be obtained from your floppy disk before returning it to the Property Appraiser for tax roll preparation. Please note the items to be completed:

The **Name of Local Government** is your District Name.

The **Total Record Count** is a count of all parcels located within the Non-Ad Valorem District's boundaries.

The **Zeroed Item Count** is a count of all the items that will not have an assessment to be collected for that assessment year. (ie. Parcels that cannot be assessed based on the requirements set forth by the BOCC Budget Department. For more information on these requirements, please contact Mary Mahoney, (813) 272-6586.)

The **Assessment Record Count** is a count of the parcels which an assessment amount has been levied.

The **Total Assessment** will be the total amount to be collected from all parcels lying within the boundaries of your district.

Please have an authorized agent of your district **sign and date** the document. An authorized agent is a designated individual authorized to sign documents on behalf of the district.

You must mail and/or return the certification form to:

**Hillsborough County Tax Collector  
ATTN: Data Department  
601 E. Kennedy Blvd., 14<sup>th</sup> Floor  
Tampa, Florida 33602**

The Property Appraiser delivers the diskette along with a printout of its contents to the Tax Collector's office, where the file is loaded into the Tax Collector's database and compared to the Certificate to Roll form.

The diskette submitted and the Certificate to Roll total record count and total assessment amount must agree -- no exceptions. In some cases, a replacement diskette or amended Certificate to Roll may be necessary to achieve a match. Article V of the Agreement addresses the only alternative.

Again, everything must be completed by the statutory September 15th deadline.

For more information on the Certificate to Roll Form, *contact Claudia Coleman, Tax Collector's Office, (813) 307-6552.*

DR-408A

Rvsd 02/01

**CERTIFICATE  
TO  
NON-AD VALOREM ASSESSMENT ROLL**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of

\_\_\_\_\_ (name of local government)

located in Hillsborough County, Florida; as such I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid county is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that upon completion of this certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as a part thereof, that said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this county.

In witness whereof, I have subscribed this certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Total Record Count \_\_\_\_\_

Zeroed Item Count \_\_\_\_\_

Assessment Record Count \_\_\_\_\_

Total Assessment \$ \_\_\_\_\_

\_\_\_\_\_  
(Chairman of the Board or Authorized Agent)

of \_\_\_\_\_  
(District Name)

Hillsborough County, Florida

# No Current Year Levy

If your district will not be levying an assessment for a particular year, please complete and submit a NOTICE OF NO CURRENT YEAR LEVY form.

## NOTICE OF NO CURRENT YEAR LEVY

This is to certify that the non-ad valorem assessment levied by

\_\_\_\_\_  
(Name of Local Government)

will not be collected using the non-ad valorem method of collection described in Section 197.3632, Florida Statutes for the \_\_\_\_\_ tax year.

In witness whereof, I have subscribed this Notice of No Current Year levy this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Chairman of the Board or Authorized Agent)

of \_\_\_\_\_  
(Name of Local Government)

Hillsborough County, Florida

# Intent to Discontinue

If you will not be levying an assessment ever, please complete and submit the NOTICE OF INTENT TO DISCONTINUE form.

## NOTICE OF INTENT TO DISCONTINUE

This is to certify that the non-ad valorem assessment levied by

\_\_\_\_\_  
(Name of Local Government)

will no longer be collected using the non-ad valorem method of collection described in Section 197.3632, Florida Statutes.

In witness whereof, I have subscribed this Notice of Intent to Discontinue this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Chairman of the Board or Authorized Agent)

of \_\_\_\_\_  
(Name of Local Government)

Hillsborough County, Florida

# Special District Information

If you officer's change, please notify our office in writing by completing the Special District Information Form. This form needs to be submitted to the Tax Collector's Office, the Supervisor of Elections, the Management and Budget Department, and the Department of Revenue.

A registered agent is an agent of the district upon whom any process, notice, or demand required or permitted by law to be served upon the district may be served. A registered agent must be an individual resident of Florida whose business address is identical with the registered office of the district. The registered office may be, but need not be, the same as the place of business of the special district. Each special district in the state must designate a registered office and a registered agent and file such information with the local governing authority or authorities and with the Special District Information Program. The district may change its registered office and/or registered agent upon filing

such information with the local governing authority or authorities and with the Special District Information Program.

In addition, the registered agent is considered the official contact person, designated by the district (usually the president). The RA may sign district documents, as well as, conduct business on behalf of the district. The RA's name and telephone number are published on the tax bill insert and on the Internet website; therefore, we will publish the district phone number if provided, rather than their home telephone number.

HILLSBOROUGH COUNTY SPECIAL DISTRICT INFORMATION FORM					
District Name: _____		District #: _____			
Mailing Address: _____		Phone #: _____			
President's Name: _____		<small>(Registered Agent's Name and District Phone Number is Published on Tax Bill, Tax Collector's Insert &amp; Tax Collector's Internet Website)</small>			
Registered Agent: _____					
RA Mailing Address: _____					
Seat #	Trustee Name	Address	Phone #	Board Office	Term
Send this <b>FORM</b> and <b>MINUTES</b> of meeting where change in trustees took place to: Mary Mahoney, Management and Budget 26th Floor, County Center P O Box 1110 Tampa, FL 33601		Send only this <b>FORM</b> to: Hillsborough County Tax Collector -- Data Division 14th Floor, County Center 601 E Kennedy Blvd Tampa, FL 33602		Department of Revenue Special District Information Program 2555 Shumard Oaks Blvd Tallahassee, FL 32399-2100	
Signature of Person Completing Form			Date		



# Certificate of Correction

Once the certified NAV Roll is merged with the certified Tax Roll, on or about November 1<sup>st</sup>, the Tax Roll will be opened for collection. If an error in assessment is discovered after the merging process, the only way to correct the assessment on a certified tax roll is by completing a Certificate of Correction Form.

**FAC 12D-13.006 Procedure for the Correction of Errors by the Tax Collector; Correcting Erroneous or Incomplete Personal Property Assessments; Tax Certificate Corrections.** (11) Changes to any non-ad valorem assessment roll shall be prepared by the local governing board that prepared and certified the roll for collection, consistent with the provisions of Rule 12D-18.006, F.A.C.

Your district may only correct your assessment. All other information on the tax bill is controlled by the Property Appraiser and cannot be changed by your correction.

You may add, delete, or change the assessment amount using the Certificate of Correction form. Should the ownership or the address change on a parcel, our office will send a duplicate bill to the new owner or address, but our office cannot change the certified tax roll unless the Property Appraiser issues a correction.

Since our office is charged with collecting a specified amount, as stated in your certification, we must account for any change in the figure. Therefore, your correction forms must be identified by your district number and the correction numbers must be *assigned sequentially*, starting with Correction #1.

To ensure proper audit records for your district, a copy of each correction issued should be retained by the district.

Under Florida law, a taxpayer is allowed an additional 30 days to pay with the 4% discount, if a correction was requested during that period but was not processed until later. You must indicate by checking the 4% block, if this extension should be allowed.

# Certificate of Correction

## Non-Ad Valorem Assessment

Hillsborough County, Florida

Section 197.3632 F.S. and Rule 12D-18.010(2) F.A.C

You are hereby authorized to correct the assessment, rate/basis, or legal description on the \_\_\_\_\_  
Non-Ad Valorem Assessment Roll a follows: (Tax Year)

District Number: \_\_\_\_\_ District Name: \_\_\_\_\_

Tax Year: \_\_\_\_\_ Folio/PIN Number: \_\_\_\_\_

Correction Number: \_\_\_\_\_ Correction Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Current Assessment: \_\_\_\_\_ Extend 4%?  Yes  No

Correct Assessment: \_\_\_\_\_

Difference: \_\_\_\_\_  Increase to Tax Roll  Decrease to Tax Roll

Reason: \_\_\_\_\_

(attach additional documents when necessary)

\_\_\_\_\_  
Local Government Representative/Date

\_\_\_\_\_  
Name of Governmental Unit or Taxing Authority

Please mail original correction to the Tax Collector's Office and retain copy for your records.

In addition, please provide copies to Department of Revenue and/or Property Appraiser, as needed.

# NAV FAQ's

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**Our Homeowner's Association is interested in having the Tax Collector collect our dues. What do we need to do?**

Contact Mary Mahoney, BOCC Budget Department at (813) 272-6586. Once the district has been created, please mail a copy of the ordinance/resolution to the Tax Collector's Office, so that we may assist you from that point.

**How does an existing district make changes to raise the cap, change the purpose or expand the boundaries in the original ordinance?**

Contact Mary Mahoney, BOCC Budget Department at (813) 272-6586. Once the referendum has passed, please mail a copy to the Tax Collector's Office, so that we may assist you from that point.

**Who needs to sign the documents submitted to the Tax Collector's Office?**

Whoever is authorized to sign documents for your District. In most cases, this is the President, Registered Agent, or Secretary.

**One of our officers has moved. What should our district do?**

Complete a new Public Information Form listing the new officers, then submit to all required parties.

**I am receiving phone calls from taxpayers at my home. How do I prevent/stop these calls?**

Our policy is to list the Registered Agent and District Phone Number as the public contact for your district. This information is taken directly from the Special District Information Form that you submitted to our office. This phone number is the number that we publish on our insert and on our website. To prevent these calls in the future, please submit a new

Special District Information Form listing the correct telephone number as the District Phone Number.

**We do not have the money in the budget to advertise the public hearings and/or complete the first class mailing. Are we really required to complete these?**

If you do not complete all statutory requirements set forth in Florida Statutes, your assessment could be declared invalid if it were ever legally challenged.

**I received a letter from Hillsborough County stating that a parcel was assessed in error. What do I need to do?**

Complete a Certificate of Correction Form for each parcel. Owner Information may be obtained from the Tax Collector's website: <http://www.hillstax.org>.

**Our District needs a financial statement from the Tax Collector's Office. How do we get one?**

Contact Saul Cotto, Accounting Department at (813) 307-6527. That department is responsible for distributing tax payments to your District.

**We are a new District, but will not be levying an assessment for the current tax year. Do we need to do anything?**

Please complete the No Current Year Levy Form, then submit to our office. That way we will not be contacting you for outstanding documentation.

# NAV Definitions

**Ad Valorem** -- Latin for "based on value," which applies to property taxes based on a percentage of the county's assessment of the property's value.

**Advertisement** – A published notice in a newspaper of general circulation that satisfies statutory requirements as set forth in Chapter 50 of Florida Statutes.

**Affidavit** -- Any written document in which the signer swears under oath before a notary public or someone authorized to take oaths (like a County Clerk), that the statements in the document are true.

**Automated Clearing House (ACH)** – A process by which our Accounting Department electronically transfers funds into a district's bank account. (See Bank Information Form) If a problem exists with the electronic transfer, the district's treasurer will be notified; therefore, a copy of all contact information forms received by our office must be forwarded to the Accounting Department.

**Active** – Refers to districts which have an assessment levied on the current tax roll.

**Agreement** – Contract between the district and the Tax Collector's Office establishing the terms and conditions of collection, as well as, the duties and responsibilities of both the district and the Tax Collector.

**Assessment Year** – The calendar year of January 1<sup>st</sup> through December 31<sup>st</sup> for which an assessment has been levied.

**Budget** – Financial plan showing how a district intends to spend its financial resources while operating in the next fiscal year

**Budget Department** – Special Assessments Coordinator - Mary Mahoney - helps any group of people wanting to create a new dependent special district or change an existing district. She is responsible for directing citizens through the statutory process, as well as, budget requirements which are approved by BOCC.

**Community Development District (CDD)** – Independent special-purpose units of government established to finance basic services within a development, including infrastructure construction, services and maintenance. Common infrastructure improvements provided by CDDs include drainage, potable water, sewerage, roads and parks. Developers seek CDD approval to obtain low-cost financing by issuing tax-exempt bonds, with lower interest rates. CDDs also have the power to collect fees, levy lienable assessments or ad valorem taxes against properties within the project for repayment. CDDs are required to have a five-member board of supervisors, elected by the landowners, and report to the Department of Planning & Growth Management.

**Compatible Electronic Medium or Media** – Machine-readable electronic repositories of data and information, including, but not limited to, magnetic disk, magnetic tape, and magnetic diskette technologies, which provide without modification that the data and information therein are in harmony with and can be used in concert with the data and information on the ad valorem tax roll keyed to the property identification number used by the Property Appraiser.

**Certification To Non-Ad Valorem Assessment Roll** – Form completed by each district which confirms the number of properties and amount of assessment levied on properties located within their boundaries as stated in their ordinance. (See Certificate to Roll Form) Form must specify: tax year, total record count, zeroed record count, assessment record count, total assessment levied, then signed and dated by the district's authorized agent. Florida Statutes require this form be submitted to the Tax Collector by September 15<sup>th</sup>.

**Dependent Special District (DSD)** – A dependent special district reports to the Management and Budget Department (Mary Mahoney), and has at least one of the following characteristics:

- Its governing body members are identical to the governing body members of a single county or a single municipality.
- Its governing body members are appointed by the governing body of a single county or a single municipality.
- During unexpired terms, its governing body members are subject to removal at will by the governing body of a single county or a single municipality.
- Its budget requires approval through an affirmative vote by the governing body of a single county or a single municipality.
- Its budget can be vetoed by the governing body of a single county or a single municipality.

**Disk or Diskette** – Refers to the floppy disk created by the Property Appraiser's Office, then mailed to each districts. Specific property appraiser information and specific special district information is encoded and stored on the disk - the PA provides folio numbers, legal descriptions, names, addresses, and zip codes - the districts provide the amount to be assessed and a unit code which tells whether the assessment is per lot or per improved parcel.

**Dissolved** – Refers to districts which have not appointed or elected a governing board for 4 years or have not been in operation for 2 years or their enabling legislation has been repealed or governing board has been abolished - no longer exists as a tax levying unit of government

**Florida Department of Community Affairs (FDCA)** – This agency would review wrongdoings or complaints from anyone not agreeing with district practices. The Tax Collector only collects assessments levied; then distributes monies -- we do not police the districts.

**Fiscal Year** – A district's accounting year runs from October 1<sup>st</sup> thru September 30<sup>th</sup>.

**Government in the Sunshine Law** – Allows anyone access to all meetings held by the district, business must be conducted openly, and notice of the meeting must be advertised 7 days prior to the meeting. Meetings must be held in a public places, minutes must be promptly recorded, and minutes must be made available for public inspection.

**Homeowner's Association** – Homeowner's Associations are often confused with special districts. A Homeowner's Association is a group formed by homeowners in a given area for the purpose of maintenance, improvements, and deed restriction enforcement. They collect their dues/fees independent of the Tax Collector's Office, and do not utilize the uniform method of collection as provided in Florida Statutes. In addition, they are governed by Hillsborough County Neighborhood Relations, rather than FDCA.

**Inactive** – Districts that are in an inactive status are established district which do not have an assessment levied on the current tax roll.

**Independent Special District (ISD)** – An independent special district does not have any dependent characteristics. A special district that includes more than one county is independent unless the special district lies wholly within the boundaries of a single municipality.

**Levy** – The imposition of a non-ad valorem assessment, stated in terms of rates, against all appropriately located property by a governmental body authorized by law to impose non-ad valorem assessments.

**Local Governing Board** – A governing board of a local government.

**Local Government** – A county, municipality, or special district levying non-ad valorem assessments.

**Millage Rate** – The rate of taxes levied based on a mill (1/10 of a cent), or one dollar per one thousand dollars of taxable value.

**Non-Ad Valorem (NAV)** – Assessments which are not based upon millage, which can become a lien against a homestead as permitted in s. 4, Art. X of the State Constitution. Non-Ad Valorem assessments are levied by local governing bodies, and are based on the service that they provide.

**Non-Ad Valorem Assessment Roll** – The roll prepared by a local government and certified to the tax collector for collection.

**Ordinance** – A local statute passed by a town, city, or county government.

**Registered Agent (RA)** – A registered agent is an agent of the district upon whom any process, notice, or demand required or permitted by law to be served upon the district may be served. A registered agent must be an individual resident of Florida whose business address is identical with the registered office of the district. The registered office may be, but need not be, the same as the place of business of the special district. Each special district in the state must designate a registered office and a registered agent and file such information with the local governing authority or authorities and with the Special District Information Program. The district may change its registered office and/or registered agent upon filing such information with the local governing authority or authorities and with the Special District Information Program.

In addition, the registered agent is considered the official contact person, designated by the district (usually the president). The RA may sign district documents, as well as, conduct business on behalf of the district. The RA's name and telephone number are published on the tax bill insert and on the Internet website; therefore, we will publish the district phone number if provided, rather than their home telephone number.

**Resolution** – A formal statement of a decision or expression of opinion put before, voted on, and adopted by an assembly. In terms of districts, it is a formal statement of the district intent to utilize the uniform methods of collections as set forth in Florida Statutes, for the purpose and within the boundaries specified in the ordinance. The resolution is approved by the district board members, then signed and dated by the registered agent.

**Special District** – Local unit of government created by general law, special act, local ordinance or rule of the Governor or Cabinet. Special districts are very similar to municipalities and counties. In fact, they are more alike than they are different. They all have a governing board with policy-making powers. They all provide essential public services. They all operate within a defined geographical area. So, what is the difference? The primary difference is their purpose. Municipalities and counties provide *general* governmental services. On the other hand, special districts provide *specialized* governmental services. That is why they are often referred to as units of local special-purpose government.

**Tax Year** – The tax year begins November 1<sup>st</sup> of the assessment year, and runs thru October 31<sup>st</sup> of the subsequent year.

**Uniform Method of Collection** – Refers to the statutory process as provided in Florida Statutes for the levy, collection, and enforcement of Non-Ad Valorem assessments.

## NAV Links

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DOR Rules and Regulations:

[http://taxlaw.state.fl.us/all\\_search\\_fc.asp](http://taxlaw.state.fl.us/all_search_fc.asp)

Florida Department of Community Affairs:

<http://www.dca.state.fl.us/>

Florida Department of Revenue: <http://www.state.fl.us/dor/>

Florida Statutes: <http://www.myflorida.com>

Hillsborough County Management and Budget Department:

<http://www.hillsboroughcounty.org>

Hillsborough County Property Appraiser's Office:

<http://www.hcpafl.org>

Hillsborough County Tax Collector's Office:

<http://www.hillstax.org>

## NAV Forms

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The forms listed below are included in this booklet. You may either use these form, or download a copy from our website. When submitting completed forms to our office, please retain a copy for your records.

**Request for Extension**

**1<sup>st</sup> Resolution**

**Agreement/Contract**

**Certificate to Roll**

**No Current Year Levy**

**Intent To Discontinue**

**Public Contact Information**

**Bank ACH**

**Certificate of Correction**

## REQUEST FOR EXTENSION

I hereby request an extension in compliance with Section 197.3632 subsection 3(a) of Florida Statutes for \_\_\_\_\_  
(Name of Local Government)

since we will be unable to comply with the January 1<sup>st</sup> deadline.

In witness whereof, I have subscribed this Request for Extension this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Chairman of the Board or Authorized Agent)

\_\_\_\_\_  
(Office)

cc: Mary Mahoney, Special Assessment Coordinator  
Sam Albano, Property Appraiser's Office

**RESOLUTION STATING THE INTENT TO USE THE  
UNIFORM METHOD OF LEVYING AND COLLECTING  
NON-AD VALOREM ASSESSMENTS**

**BY THE** \_\_\_\_\_ **SPECIAL DISTRICT**  
(Name of Local Government)

Upon Motion by \_\_\_\_\_, seconded by \_\_\_\_\_,  
the following Resolution was adopted by majority vote, this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

**WHEREAS**, Florida Statutes, Section 197.3632 provides for a uniform method for the levy,  
collection, and enforcement of non-ad valorem assessments, and

**WHEREAS**, the Special District of \_\_\_\_\_ hereby intends  
to use the method prescribed in Florida Statutes, Section 197.3632 in the collection of the non-ad valorem  
assessments, and

**WHEREAS**, the intent to use the uniform method for collecting such non-ad valorem assessment  
has been published in the \_\_\_\_\_, a newspaper of general circulation for four (4)  
consecutive weeks, preceding the public hearing adopting this resolution, and

**WHEREAS**, the District recognizes the need for the levy of the non-ad valorem assessment for  
the nature and purpose of \_\_\_\_\_, and

**WHEREAS**, said assessment is to be collected each year until discontinued for one year, and

**WHEREAS**, the legal description of the real property in the special district subject to the non-ad  
valorem assessment levy is attached hereto and made a part hereof as "Exhibit A".

**NOW, THEREFORE, BE IT RESOLVED** by the governing board of the Special District,  
Hillsborough County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

1. The uniform method for the levy, collection, and enforcement of non-ad valorem assessments  
as provided in Florida Statutes, Section 197.3632 shall be followed by this Special District.
2. That a copy of this Resolution shall be sent by United States mail to the Hillsborough  
County, Florida, Property Appraiser, Tax Collector and the Florida State Department of  
Revenue prior to January 10, \_\_\_\_\_.

**WITNESS**, my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Secretary to the Governing Board of the Special District

**DISTRICT AGREEMENT**

**THIS AGREEMENT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ of \_\_\_\_\_, by and between \_\_\_\_\_, a political subdivision of the State of Florida, whose address is \_\_\_\_\_

hereinafter referred to as the "DISTRICT" and Doug Belden, the Hillsborough County Tax Collector, a constitutional officer of the State of Florida, whose address is 601 East Kennedy Boulevard, 14<sup>th</sup> Floor, Tampa, Florida 33602.

**W I T N E S S E T H:**

**WHEREAS**, the DISTRICT is authorized to impose non-ad valorem assessments and by Resolution has expressed its intent to use the uniform method of notice, levy, collection and enforcement of such assessments, as authorized by Section 197.3632, Florida Statutes; and

**WHEREAS**, the uniform methodology, with its enforcement provisions including the use of tax certificates and tax deeds for enforcing against any delinquencies, is more fair to the delinquent property owner than traditional lien foreclosure methodology; and

**WHEREAS**, the uniform method will provide for more efficiency of collection by virtue of the assessment being on the tax notice issued by the Tax Collector which will produce positive economic benefits to the DISTRICT; and

**WHEREAS**, the uniform methodology will tend to eliminate confusion and to promote local government accountability; and

**WHEREAS**, Section 197.3632(2), Florida Statutes, provides that the DISTRICT shall enter into a written agreement with the Tax Collector for reimbursement of necessary administrative costs incurred in implementing the uniform methodology law; and

**WHEREAS**, Section 197.3632(7), Florida Statutes, provides that the DISTRICT shall bear all costs associated with any separate notice in the event the Tax Collector is unable to merge a non-ad valorem assessment roll to produce the annual tax notice; and

**WHEREAS**, Section 197.3632(8)(c), Florida Statutes, provides that the DISTRICT shall compensate the Tax Collector for the costs of collecting non-ad valorem assessments;

**NOW, THEREFORE**, for and in consideration of the foregoing, including mutual terms, covenants and conditions herein contained, the parties do contract and agree as follows:

## **ARTICLE I**

### **Purpose**

The purpose of this Agreement is to establish the terms and conditions under which the Tax Collector shall collect and enforce the collection of those certain non-ad valorem assessments levied by the DISTRICT to include reimbursement by the DISTRICT to the Tax Collector for costs of collection pursuant to Section 197.3632(8)(c), Florida Statutes; any costs involved in separate mailings because of non merger of any non-ad valorem assessment roll as certified by the DISTRICT pursuant to Section 197.3632(7), Florida Statutes; and for necessary administrative costs, including, but not limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage and programming which attend all of the collection and enforcement duties imposed upon the Tax Collector by the uniform methodology, as provided in Section 197.3632(2), Florida Statutes.

## **ARTICLE II**

### **Term**

The term of this Agreement shall commence on January 1, \_\_\_\_\_, and shall run through December 31, \_\_\_\_\_, the date of signature of the parties notwithstanding, and shall automatically be renewed thereafter for successive periods not to exceed one (1) year each, unless the DISTRICT provides notice to the Tax Collector, Property Appraiser and Department of Revenue prior to January 10 of the assessment year that the DISTRICT will discontinue using the uniform method of collection.

## **ARTICLE III**

### **Compliance With Laws and Regulations**

The parties shall abide by all statutes, rules and regulations pertaining to the levy and collection of non-ad valorem assessments and any ordinances promulgated by the DISTRICT not inconsistent with, nor contrary to, the provisions of Section 197.3632, Florida Statutes, and Section 197.3635, Florida Statutes, and any subsequent amendments to said statutes, and any rules duly promulgated pursuant to these statutes by the Department of Revenue.

## **ARTICLE IV**

### **Duties and Responsibilities of District**

The DISTRICT agrees, covenants and contracts to:

- (a) Reimburse the Tax Collector two (2) percent of collections pursuant to Section 197.3632(8)(c), Florida Statutes.
- (b) Reimburse the Tax Collector for necessary costs for the collection and enforcement of the applicable non-ad valorem assessment by the Tax Collector under the new uniform law, pursuant to Section 197.3632(2), Florida Statutes, to include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage and programming.
- (c) To pay for or alternatively to reimburse the Tax Collector for any separate tax notice necessitated by the inability of the Tax Collector to merge the non-ad valorem assessment roll certified by the DISTRICT pursuant to Section 197.3632(7), Florida Statutes.

- (d) The DISTRICT, upon being timely billed, shall pay directly for necessary advertising relating to implementation of the new uniform non-ad valorem assessment law pursuant to Sections 197.3632 and 197.3635, Florida Statutes, and any applicable rules promulgated by the Department of Revenue thereunder.
- (e) By 15 September of each calendar year, the chairperson of the governing board of the DISTRICT, or his or her designee, shall officially certify to the Tax Collector the non-ad valorem assessment roll on compatible electronic medium, tied to the property parcel identification number, and otherwise in conformance in format to that contained on the ad valorem tax rolls submitted by the Property Appraiser to the Department of Revenue. The DISTRICT shall post the non-ad valorem assessment for each parcel on the said non-ad valorem assessment roll and shall exercise its responsibility that such non-ad valorem assessment roll be free of errors and omissions. The DISTRICT shall notify the Tax Collector, Property Appraiser and Department of Revenue prior to January 10 of the assessment year if the DISTRICT will discontinue using the uniform method of collection and enforcement of the applicable non-ad valorem assessment.
- (f) The DISTRICT agrees to cooperate with the Tax Collector to implement the uniform method of notice, levy, collection and enforcement of each non-ad valorem assessment, pursuant to, and consistent with, all the provisions of Sections 197.3632 and 197.3635, Florida Statutes, or its successor of statutory provisions and all applicable rules promulgated by the Department of Revenue and their successor rules.

**ARTICLE V**  
**Duties of the Tax Collector**

- (a) The Tax Collector shall merge all rolls, prepare a collection roll and prepare a combined notice (the tax notice) for both ad valorem taxes and non-ad valorem assessments for the DISTRICT, pursuant to Sections 197.3632 and 197.3635, Florida Statutes, and its successor provisions, and any applicable rules, and their successor rules, promulgated by the Department of Revenue, and in accordance with any specific ordinances or resolutions adopted by the DISTRICT, so long as said ordinances and resolutions shall themselves each and every one clearly state intent to use the uniform method for collecting such assessments and so long as they are further not inconsistent with, nor contrary to, the provisions of Sections 197.3632 and 197.3635, Florida Statutes, and their successor provisions, and any applicable rules.
- (b) The Tax Collector shall collect the non-ad valorem assessment of the DISTRICT as certified to the Tax Collector no later than 15 September of each calendar year on compatible electronic medium, tied to the property identification number for each parcel, and in the format used by the Property Appraiser for the ad valorem rolls submitted to the Department of Revenue and if free of errors or omissions.
- (c) The Tax Collector agrees to cooperate with the DISTRICT in implementation of the uniform method for collecting and enforcing non-ad valorem assessments pursuant to Sections 197.3632 and 197.3635, Florida Statutes, and any successor provisions and applicable rules. The Tax Collector shall not accept any such non-ad valorem assessment roll that is not officially certified to the Tax Collector by 15 September of each calendar year on compatible electronic medium tied to the property identification number and in the format used by the Property Appraiser on the ad valorem roll submitted to the Department of Revenue.

- (d) If the Tax Collector discovers errors or omissions on such roll, he may request the DISTRICT to file a corrected roll or a correction of the amount of any assessment and the DISTRICT shall bear the cost of any such error or omission.
- (e) If the Tax Collector determines that a separate mailing is authorized pursuant to Section 197.3632(7), Florida Statutes, and any applicable rules promulgated by the Department of Revenue, and any successor provision to said law or rules, the Tax Collector shall either mail a separate notice of the particular non-ad valorem assessment or shall direct the DISTRICT to mail such a separate notice. In making this decision, the Tax Collector shall consider all costs to the DISTRICT and to the taxpayers of such a separate mailing as well as the adverse effect to the taxpayers of delay in multiple notices. If such a separate mailing is effected, the DISTRICT shall bear all costs associated with the separate notice for the non-ad valorem assessment that could not be merged, upon timely billing by the Tax Collector.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals and such of them as are corporations have caused these presents to be signed by their duly authorized officers.

WITNESS:

DOUG BELDEN  
HILLSBOROUGH COUNTY TAX COLLECTOR

BY: \_\_\_\_\_  
Deputy Tax Collector

\_\_\_\_\_  
Authorized Representative Special District

**CITY AGREEMENT**

**THIS AGREEMENT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ of \_\_\_\_\_, by and between \_\_\_\_\_,

a municipal corporation organized and existing under the laws of the State of Florida, whose address is \_\_\_\_\_,

by and on behalf of \_\_\_\_\_ Non-Ad Valorem Assessment,

hereinafter referred to as THE CITY, and Doug Belden, the Hillsborough County Tax Collector, a constitutional officer of the State of Florida, whose address is 601 East Kennedy Boulevard, 14th Floor, Tampa, Florida 33602.

**W I T N E S S E T H:**

**WHEREAS**, THE CITY is authorized to impose non-ad valorem assessments and by Resolution has expressed its intent to use the uniform method of notice, levy, collection and enforcement of such assessments, as authorized by Section 197.3632, Florida Statutes; and

**WHEREAS**, the uniform methodology, with its enforcement provisions including the use of tax certificates and tax deeds for enforcing against any delinquencies, is more fair to the delinquent property owner than traditional lien foreclosure methodology; and

**WHEREAS**, the uniform method will provide for more efficiency of collection by virtue of the assessment being on the tax notice issued by the Tax Collector which will produce positive economic benefits to THE CITY; and

**WHEREAS**, the uniform methodology will tend to eliminate confusion and to promote local government accountability; and

**WHEREAS**, Section 197.3632(2), Florida Statutes, provides that THE CITY shall enter into a written agreement with the Tax Collector for reimbursement of necessary administrative costs incurred in implementing the uniform methodology law; and

**WHEREAS**, Section 197.3632(7), Florida Statutes, provides that THE CITY shall bear all costs associated with any separate notice in the event the Tax Collector is unable to merge a non-ad valorem assessment roll to produce the annual tax notice; and

**WHEREAS**, Section 197.3632(8)(c), Florida Statutes, provides that THE CITY shall compensate the Tax Collector for the costs of collecting non-ad valorem assessments;

**NOW, THEREFORE**, for and in consideration of the foregoing, including mutual terms, covenants and conditions herein contained, the parties do contract and agree as follows:

## **ARTICLE I**

### **Purpose**

The purpose of this Agreement is to establish the terms and conditions under which the Tax Collector shall collect and enforce the collection of those certain non-ad valorem assessments levied by THE CITY to include reimbursement by THE CITY to the Tax Collector for costs of collection pursuant to Section 197.3632(8)(c), Florida Statutes; any costs involved in separate mailings because of non merger of any non-ad valorem assessment roll as certified by THE CITY pursuant to Section 197.3632(7), Florida Statutes; and for necessary administrative costs, including, but not limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage and programming which attend all of the collection and enforcement duties imposed upon the Tax Collector by the uniform methodology, as provided in Section 197.3632(2), Florida Statutes.

## **ARTICLE II**

### **Term**

The term of this Agreement shall commence on January 1, \_\_\_\_\_, and shall run through December 31, \_\_\_\_\_, the date of signature of the parties notwithstanding, and shall automatically be renewed thereafter for successive periods not to exceed one (1) year each, if THE CITY shall inform the Tax Collector, as well as the Property Appraiser and the Department of Revenue, by 10 January of each calendar year if THE CITY intends to discontinue to use the uniform method of collecting each such assessment pursuant to Section 197.3632(6), Florida Statutes.

## **ARTICLE III**

### **Compliance With Laws and Regulations**

The parties shall abide by all statutes, rules and regulations pertaining to the levy and collection of non-ad valorem assessments and any ordinances promulgated by THE CITY not inconsistent with, nor contrary to, the provisions of Section 197.3632, Florida Statutes, and Section 197.3635, Florida Statutes and any subsequent amendments to said statutes, and any rules duly promulgated pursuant to these statutes by the Department of Revenue.

## **ARTICLE IV**

### **Duties and Responsibilities of District**

THE CITY agrees, covenants and contracts to:

- (a) Pay to the Tax Collector the cost of collecting the non ad-valorem assessment pursuant to Chapter 197.3632, Florida Statutes.
- (b) Reimburse the Tax Collector for necessary costs for the collection and enforcement of the applicable non-ad valorem assessment by the Tax Collector under the new uniform law, pursuant to Section 197.3632(2), Florida Statutes, to include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage and programming.

- (c) To pay for or alternatively to reimburse the Tax Collector for any separate tax notice necessitated by the inability of the Tax Collector to merge the non-ad valorem assessment roll certified by THE CITY pursuant to Section 197.3632(7), Florida Statutes;
- (d) THE CITY, upon being timely billed, shall pay directly for necessary advertising relating to implementation of the new uniform non-ad valorem assessment law pursuant to Sections 197.3632 and 197.3635, Florida Statutes, and any applicable rules promulgated by the Department of Revenue thereunder.
- (e) By 15 September of each calendar year, the chairperson of the governing board of THE CITY, or his or her designee, shall officially certify to the Tax Collector the non-ad valorem assessment roll on compatible electronic medium, tied to the property parcel identification number, and otherwise in conformance in format to that contained on the ad valorem tax rolls submitted by the Property Appraiser to the Department of Revenue. THE CITY shall post the non-ad valorem assessment for each parcel on the said non-ad valorem assessment roll and shall exercise its responsibility that such non-ad valorem assessment roll be free of errors and omissions. THE CITY shall inform the Tax Collector, as well as the Property Appraiser and the Department of Revenue by 10 January of each calendar year in which it intends to discontinue to use the uniform method of collection and enforcement of the applicable non-ad valorem assessment.
- (f) THE CITY agrees to cooperate with the Tax Collector to implement the uniform method of notice, levy, collection and enforcement of each non-ad valorem assessment, pursuant to, and consistent with, all the provisions of Sections 197.3632 and 197.3635, Florida Statutes, or its successor of statutory provisions and all applicable rules promulgated by the Department of Revenue and their successor rules.

**ARTICLE V**  
**Duties of the Tax Collector**

- (a) The Tax Collector shall merge all rolls, prepare a collection roll and prepare a combined notice (the tax notice) for both ad valorem taxes and non-ad valorem assessments for THE CITY, pursuant to Sections 197.3632 and 197.3635, Florida Statutes, and its successor provisions, and any applicable rules, and their successor rules, promulgated by the Department of Revenue, and in accordance with any specific ordinances or resolutions adopted by THE CITY, so long as said ordinances and resolutions shall themselves each and every one clearly state intent to use the uniform method for collecting such assessments and so long as they are further not inconsistent with, nor contrary to, the provisions of Sections 197.3632 and 197.3635, Florida Statutes, and their successor provisions, and any applicable rules.
- (b) The Tax Collector shall collect the non-ad valorem assessment of THE CITY as certified to the Tax Collector no later than 15 September of each calendar year on compatible electronic medium, tied to the property identification number for each parcel, and in the format used by the Property Appraiser for the ad valorem rolls submitted to the Department of Revenue and if free of errors or omissions;

- (c) The Tax Collector agrees to cooperate with THE CITY in implementation of the uniform method for collecting and enforcing non-ad valorem assessments pursuant to Sections 197.3632 and 197.3635, Florida Statutes, and any successor provisions and applicable rules. The Tax Collector shall not accept any such non-ad valorem assessment roll that is not officially certified to the Tax Collector by 15 September of each calendar year on compatible electronic medium tied to the property identification number and in the format used by the Property Appraiser on the ad valorem roll submitted to the Department of Revenue.
- (d) If the Tax Collector discovers errors or omissions on such roll, he may request THE CITY to file a corrected roll or a correction of the amount of any assessment and THE CITY shall bear the cost of any such error or omission.
- (e) If the Tax Collector determines that a separate mailing is authorized pursuant to Section 197.3632(7), Florida Statutes, and any applicable rules promulgated by the Department of Revenue, and any successor provision to said law or rules, the Tax Collector shall either mail a separate notice of the particular non-ad valorem assessment or shall direct THE CITY to mail such a separate notice. In making this decision, the Tax Collector shall consider all costs to THE CITY and to the taxpayers of such a separate mailing as well as the adverse effect to the taxpayers of delay in multiple notices. If such a separate mailing is effected, THE CITY shall bear all costs associated with the separate notice for the non-ad valorem assessment that could not be merged, upon timely billing by the Tax Collector.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals and such of them as are corporations have caused these presents to be signed by their duly authorized officers.

WITNESS:

DOUG BELDEN  
HILLSBOROUGH COUNTY TAX COLLECTOR

\_\_\_\_\_ By: \_\_\_\_\_  
Deputy Tax Collector

ATTEST: THE CITY

By: \_\_\_\_\_ By: \_\_\_\_\_  
City Clerk Chair

Approved as to Form and Legal Sufficiency:

By: \_\_\_\_\_  
Assistant City Attorney

**COUNTY AGREEMENT**

**THIS AGREEMENT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ of \_\_\_\_\_, by and between the Board of County Commissioners, Hillsborough County, Florida, whose address is \_\_\_\_\_, by and on behalf of \_\_\_\_\_ Non-Ad Valorem

Assessments, hereinafter referred to as THE COUNTY, and Doug Belden, the Hillsborough County Tax Collector, a constitutional officer of the State of Florida, whose address is 601 East Kennedy Boulevard, 14th Floor, Tampa, Florida 33602.

**W I T N E S S E T H:**

**WHEREAS**, THE COUNTY is authorized to impose non-ad valorem assessments and by Resolution has expressed its intent to use the uniform method of notice, levy, collection and enforcement of such assessments, as authorized by Section 197.3632, Florida Statutes; and

**WHEREAS**, the uniform methodology, with its enforcement provisions including the use of tax certificates and tax deeds for enforcing against any delinquencies, is more fair to the delinquent property owner than traditional lien foreclosure methodology; and

**WHEREAS**, the uniform method will provide for more efficiency of collection by virtue of the assessment being on the tax notice issued by the Tax Collector which will produce positive economic benefits to THE COUNTY; and

**WHEREAS**, the uniform methodology will tend to eliminate confusion and to promote local government accountability; and

**WHEREAS**, Section 197.3632(2), Florida Statutes, provides that THE COUNTY shall enter into a written agreement with the Tax Collector for reimbursement of necessary administrative costs incurred in implementing the uniform methodology law; and

**WHEREAS**, Section 197.3632(7), Florida Statutes, provides that THE COUNTY shall bear all costs associated with any separate notice in the event the Tax Collector is unable to merge a non-ad valorem assessment roll to produce the annual tax notice; and

**WHEREAS**, Section 197.3632(8)(c), Florida Statutes, provides that THE COUNTY shall compensate the Tax Collector for the costs of collecting non-ad valorem assessments;

**NOW, THEREFORE**, for and in consideration of the foregoing, including mutual terms, covenants and conditions herein contained, the parties do contract and agree as follows:

## **ARTICLE I**

### **Purpose**

The purpose of this Agreement is to establish the terms and conditions under which the Tax Collector shall collect and enforce the collection of those certain non-ad valorem assessments levied by THE COUNTY to include reimbursement by THE COUNTY to the Tax Collector for costs of collection pursuant to Section 197.3632(8)(c), Florida Statutes; any costs involved in separate mailings because of non merger of any non-ad valorem assessment roll as certified by THE COUNTY pursuant to Section 197.3632(7), Florida Statutes; and for necessary administrative costs, including, but not limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage and programming which attend all of the collection and enforcement duties imposed upon the Tax Collector by the uniform methodology, as provided in Section 197.3632(2), Florida Statutes.

## **ARTICLE II**

### **Term**

The term of this Agreement shall commence on January 1, \_\_\_\_\_, and shall run through December 31, \_\_\_\_\_, the date of signature of the parties notwithstanding, and shall automatically be renewed thereafter for successive periods not to exceed one (1) year each, if THE COUNTY shall inform the Tax Collector, as well as the Property Appraiser and the Department of Revenue, by 10 January of each calendar year if THE COUNTY intends to discontinue to use the uniform method of collecting each such assessment pursuant to Section 197.3632(6), Florida Statutes.

## **ARTICLE III**

### **Compliance With Laws and Regulations**

The parties shall abide by all statutes, rules and regulations pertaining to the levy and collection of non-ad valorem assessments and any ordinances promulgated by THE COUNTY not inconsistent with, nor contrary to, the provisions of Section 197.3632, Florida Statutes, and Section 197.3635, Florida Statutes and any subsequent amendments to said statutes, and any rules duly promulgated pursuant to these statutes by the Department of Revenue.

## **ARTICLE IV**

### **Duties and Responsibilities of the County**

THE COUNTY agrees, covenants and contracts to:

- (a) Pay to the Tax Collector the cost of collecting the \_\_\_\_\_ non ad-valorem assessment pursuant to Chapter 197.3632 Florida Statutes.
- (b) Reimburse the Tax Collector for necessary costs for the collection and enforcement of the applicable non-ad valorem assessment by the Tax Collector under the new uniform law, pursuant to Section 197.3632(2), Florida Statutes, to include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment,

postage and programming.

- (c) To pay for or alternatively to reimburse the Tax Collector for any separate tax notice necessitated by the inability of the Tax Collector to merge the non-ad valorem assessment roll certified by THE COUNTY pursuant to Section 197.3632(7), Florida Statutes;
- (d) THE COUNTY, upon being timely billed, shall pay directly for necessary advertising relating to implementation of the new uniform non-ad valorem assessment law pursuant to Sections 197.3632 and 197.3635, Florida Statutes, and any applicable rules promulgated by the Department of Revenue thereunder.
- (e) By 15 September of each calendar year, the chairperson of the governing board of THE COUNTY, or his or her designee, shall officially certify to the Tax Collector the non-ad valorem assessment roll on compatible electronic medium, tied to the property parcel identification number, and otherwise in conformance in format to that contained on the ad valorem tax rolls submitted by the Property Appraiser to the Department of Revenue. THE COUNTY shall post the non-ad valorem assessment for each parcel on the said non-ad valorem assessment roll and shall exercise its responsibility that such non-ad valorem assessment roll be free of errors and omissions. THE COUNTY shall inform the Tax Collector, as well as the Property Appraiser and the Department of Revenue by 10 January of each calendar year in which it intends to discontinue to use the uniform method of collection and enforcement of the applicable non-ad valorem assessment.
- (f) THE COUNTY agrees to cooperate with the Tax Collector to implement the uniform method of notice, levy, collection and enforcement of each non-ad valorem assessment, pursuant to, and consistent with, all the provisions of Sections 197.3632 and 197.3635, Florida Statutes, or its successor of statutory provisions and all applicable rules promulgated by the Department of Revenue and their successor rules.

**ARTICLE V**  
**Duties of the Tax Collector**

- (a) The Tax Collector shall merge all rolls, prepare a collection roll and prepare a combined notice (the tax notice) for both ad valorem taxes and \_\_\_\_\_ non-ad valorem assessments for THE COUNTY, pursuant to Sections 197.3632 and 197.3635, Florida Statutes, and its successor provisions, and any applicable rules, and their successor rules, promulgated by the Department of Revenue, and in accordance with any specific ordinances or resolutions adopted by THE COUNTY, so long as said ordinances and resolutions shall themselves each and every one clearly state intent to use the uniform method for collecting such assessments and so long as they are further not inconsistent with, nor contrary to, the provisions of Sections 197.3632 and 197.3635, Florida Statutes, and their successor provisions, and any applicable rules.
- (b) The Tax Collector shall collect the non-ad valorem assessment of THE COUNTY as certified to the Tax Collector no later than 15 September of each calendar year on compatible

electronic medium, tied to the property identification number for each parcel, and in the format used by the Property Appraiser for the ad valorem rolls submitted to the Department of Revenue and if free of errors or omissions;

- (c) The Tax Collector agrees to cooperate with THE COUNTY in implementation of the uniform method for collecting and enforcing non-ad valorem assessments pursuant to Sections 197.3632 and 197.3635, Florida Statutes, and any successor provisions and applicable rules. The Tax Collector shall not accept any such non-ad valorem assessment roll that is not officially certified to the Tax Collector by 15 September of each calendar year on compatible electronic medium tied to the property identification number and in the format used by the Property Appraiser on the ad valorem roll submitted to the Department of Revenue.
- (d) If the Tax Collector discovers errors or omissions on such roll, he may request THE COUNTY to file a corrected roll or a correction of the amount of any assessment and THE COUNTY shall bear the cost of any such error or omission.
- (e) If the Tax Collector determines that a separate mailing is authorized pursuant to Section 197.3632(7), Florida Statutes, and any applicable rules promulgated by the Department of Revenue, and any successor provision to said law or rules, the Tax Collector shall either mail a separate notice of the particular non-ad valorem assessment or shall direct THE COUNTY to mail such a separate notice. In making this decision, the Tax Collector shall consider all costs to THE COUNTY and to the taxpayers of such a separate mailing as well as the adverse effect to the taxpayers of delay in multiple notices. If such a separate mailing is effected, THE COUNTY shall bear all costs associated with the separate notice for the non-ad valorem assessment that could not be merged, upon timely billing by the Tax Collector.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals and such of them as are corporations have caused these presents to be signed by their duly authorized officers.

WITNESS:

DOUG BELDEN  
HILLSBOROUGH COUNTY TAX COLLECTOR

\_\_\_\_\_

By: \_\_\_\_\_  
Deputy Tax Collector

ATTEST:  
Richard Ake, Clerk of Circuit Court

BOARD OF COUNTY COMMISSIONERS  
Hillsborough County, Florida

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Chairman, Board of County Commissioners

Approved as to Form and Legal Sufficiency:

By: \_\_\_\_\_  
Assistant County Attorney

DR-408A  
Rvvd 02/01

**CERTIFICATE  
TO  
NON-AD VALOREM ASSESSMENT ROLL**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of \_\_\_\_\_  
(name of local government)

located in Hillsborough County, Florida; as such I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid county is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that upon completion of this certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as a part thereof, that said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this county.

In witness whereof, I have subscribed this certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Total Record Count	_____
Zeroed Item Count	_____
Assessment Record Count	_____
Total Assessment	\$ _____

\_\_\_\_\_  
(Chairman of the Board or Authorized Agent)

of \_\_\_\_\_  
(Name of Local Government)

Hillsborough County, Florida

**NOTICE OF NO CURRENT YEAR LEVY**

This is to certify that the non-ad valorem assessment levied by

\_\_\_\_\_

(Name of Local Government)

will not be collected using the non-ad valorem method of collection described in Section

197.3632, Florida Statutes for the \_\_\_\_\_ tax year.

In witness whereof, I have subscribed this Notice of No Current Year levy this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

(Chairman of the Board or Authorized Agent)

\_\_\_\_\_

(Name of Local Government)

Hillsborough County, Florida

**NOTICE OF INTENT TO DISCONTINUE**

This is to certify that the non-ad valorem assessment levied by

\_\_\_\_\_ (Name of Local Government)

will no longer be collected using the non-ad valorem method of collection described in Section 197.3632, Florida Statutes.

In witness whereof, I have subscribed this Notice of Intent to Discontinue this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_ (Chairman of the Board or Authorized Agent)

of \_\_\_\_\_ (Name of Local Government)

Hillsborough County, Florida



# Certificate of Correction

## Non-Ad Valorem Assessment

Hillsborough County, Florida

Section 197.3632 F.S. and Rule 12D-18.010(2) F.A.C

You are hereby authorized to correct the assessment, rate/basis, or legal description on the \_\_\_\_\_  
Non-Ad Valorem Assessment Roll a follows: (Tax Year)

District Number: \_\_\_\_\_ District Name: \_\_\_\_\_

Tax Year: \_\_\_\_\_ Folio/PIN Number: \_\_\_\_\_

Correction Number: \_\_\_\_\_ Correction Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Current Assessment: \_\_\_\_\_ Extend 4%?  Yes  No

Correct Assessment: \_\_\_\_\_  
Difference: \_\_\_\_\_  Increase to Tax Roll  Decrease to Tax Roll

Reason: \_\_\_\_\_

\_\_\_\_\_  
(attach additional documents when necessary)

\_\_\_\_\_  
Local Government Representative/Date

\_\_\_\_\_  
Name of Governmental Unit or Taxing Authority

Please mail original correction to the Tax Collector's Office and retain copy for your records.  
In addition, please provide copies to Department of Revenue and/or Property Appraiser, as needed.

