



Scott P. Russell, CFA
Monroe County Property Appraiser
 PO Box 1176
 Key West, FL 33041-1176

REQUEST TO CLOSE OR CHANGE ACCOUNT ON MONROE COUNTY TAX ROLL

DBA: _____ **Account #:** _____
OWNER: _____ **Business Name:** _____
ADDRESS: _____ **Business Location:** _____
 _____ **Business License:** _____

Type of Account: Business Rental Income Property Charter Boat Mobile Home with Attachment

Closed Business, Rental Income Property or Charter Boat Operation On: DATE: _____
 (Include Proof of Business Closing, e.g., Final Federal Income Tax Return, Bankruptcy Filing, Copy of Final Electric or Telephone Bill, etc.)

Sold/Transferred Business, Rental Property, Charter Boat or Mobile Home On: _____
Sold/Transferred to: _____ DATE _____

Name: _____

D/B/A: _____

Address: _____

Telephone: _____

Other: _____

Please tell us what happened to the Physical Assets of the Business (e.g., equipment, electronics, furniture, fixtures, etc.)?

Transferred to New Owner Disposed/Retired Still Own Sold to: _____
Other: _____

County Occupational License # _____ **Do you wish to cancel this license?** YES NO

Under penalties of perjury, I swear that I am the duly authorized representative/owner of the business, rental income property, charter boat operation or mobile home listed above and declare that the foregoing statements are true.

By: _____ **Title:** _____

Signature: _____ **Date:** _____

Mailing Address: _____

Telephone: _____

Incomplete or Unsigned Notifications Cannot Be Accepted By The Appraiser's Office

Please note: Written notification to the Property Appraiser's office is required to remove an account from the Tangible Personal Property Tax Roll. Until this form is received, your account will remain active and you will continue to be assessed.

SMorgan@mcpafl.org

Key West
 County Courthouse
 500 Whitehead St.
 (305) 292-3420

Marathon
 Marathon Government Center
 2798 Overseas Hwy, Ste. 310
 (305) 289-2550

Plantation
 Plantation Government Center
 88700 Overseas Hwy.
 (305) 852-7130

www.mcpafl.org