



F L O R I D A
HOMESTEAD
C H E C K

Recommended Homestead Protocol for Title Agents in Just 3 Easy Steps

These easy steps will allow a Title Agent to comprehensively address all Homestead-related aspects of a closing.

Step 1: Identify if the property is the Seller's Homestead and whether or not it will be the Buyer's Homestead.

Step 2: If the property is the Seller's Homestead...

- A.** Ask the Seller if they owned a prior Homestead property in Florida before this one. If so, ask them what the address was and write it down. (If they don't know, or you can't get that information, you can skip that when you go to the next step).
- B.** Run the FREE Portability Checker at www.portabilitypros.com. Be sure to enter the purchase price of the contract so that the valuation analysis is as accurate as possible.
- C.** If the Portability Checker finds any issues, download or print the report and email it to the Seller. We suggest that you say in the email: *"As part of our services our firm uses a free online tool to check the Homestead Portability on all Homestead properties being sold. The tool indicated that you may be able to get more Portability which will lower the tax bill on your next Florida home. It is up to you to follow up on this if you wish. Please read the report and follow the instructions if you wish to further investigate this matter."*

Step 3: If the property is the Seller's Homestead...

- A.** Order the Homestead Filing Packet™ for the Buyers at www.homesteadfiling.com. The cost is \$25. You'll need to pay the credit card and then you can of course recover the cost on the settlement statement.
- B.** Print the Homestead Filing Packet™ and add it to the Buyer's closing package.
- C.** At closing, show the Homestead Filing Packet™ to the Buyer. Explain that it contains the forms that they'll need, a task list, and a paid link to visit so that they can answer the Homestead Exemption questions and make sure that all exemptions that they are eligible for are identified, and that they are provided with any needed additional forms.

By completing these three easy steps you will protect your Sellers from Portability losses and make sure that your Buyers get off on the right foot with their Homestead filing!