

BERT HARTSFIELD, C.F.A  
Leon County Property Appraiser

315 S. Calhoun Street  
Courthouse Annex-3rd Floor

www.leonpa.org



Mailing Address:  
Leon County Property Appraiser  
P.O. Box 1750  
Tallahassee, FL 32302-1750

TELEPHONE: 850-488-6102  
FAX: 850-922-7238  
admin@leonpa.org

OFFICE OF  
**LEON COUNTY  
PROPERTY APPRAISER**

**PARCEL CUTOUT REQUEST**

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SUBMITTING REQUEST:**

- By accepting this Request, the Leon County Property Appraiser's Office ("LCPA") makes no representation or guarantee that the property owner is permitted to separate parcels under the terms of any mortgage, or otherwise. The property owner should check with any lenders or mortgagors regarding whether a parcel separation is appropriate. Further, it may be advisable for the property owner(s) to apprise any lenders or mortgagors or escrow agents of the filing of this Request.
- The affected properties to be separated must be in the same taxing jurisdiction (i.e., both are located within the City's boundaries).
- By accepting this request, LCPC makes no representation or guarantee regarding the property owner(s)'s ability to build on or develop the property in the future. Such determinations are made by the Growth Management Departments of municipal government (i.e., Leon County, City of Tallahassee, etc.). Further, LCPC is not responsible or liable for any loss of development rights that occur as a result of accepting this Request.
- LCPC makes no representations or guarantees regarding whether the property owner may be adversely affected by filing this Request. It is recommended that the property owner seek the advice of legal counsel to determine whether adverse consequences may occur. Nothing in this Form is meant to provide legal advice to the property owner(s) submitting this Request.
- The property owner(s) is/are responsible for ensuring proper legal division of the affected property(ies). LCPC undertakes no responsibility for ensuring proper legal division of the property(ies) or surveying the affected parcels.

**CUTOUTS**

EXISTING PARCEL NUMBERS TO BE DIVIDED:

NEW PARCEL NUMBER(S) CREATED:

# \_\_\_\_\_

# \_\_\_\_\_

# \_\_\_\_\_

# \_\_\_\_\_

DOCUMENT THIS DIVISION IS BASED UPON:

DEED(S)\_\_\_\_ SUBDIVISION PLAT\_\_\_\_ APPROVAL OF GROWTH MANAGEMENT\_\_\_\_

**PROPERTY OWNER(S) CONSENT AND REPRESENTATIONS**

I/we hereby authorize and request the above outlined changes to my/our property tax record effective for the \_\_\_\_\_ tax year. I/we acknowledge that I/we have read the above statements regarding LCPC's role in accepting this request and LCPC's disclaimer regarding the effect of this request. I/we further understand that **under Florida Statute 197.192**; Land not to be divided or plat filed until taxes paid. No land shall be divided or subdivided and no drawing or plat of the division or subdivision of any land, or declaration of condominium of such land, shall be filed or recorded in the public records of any court until **all taxes have been paid** on the land.

\_\_\_\_\_  
Owner #1 (Printed Name)

\_\_\_\_\_  
Owner #1 Signature

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner #2 (Printed Name)

\_\_\_\_\_  
Owner 2 Signature

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date

Note: Copies of the executed Request form will be provided to the Growth Management Departments of the City of Tallahassee and Leon County.