

GENERAL HOMESTEAD EXEMPTION REQUIREMENTS

2024

Property occupied by the owner listed on the deed

Complete General Homestead Application

Sign application in front of Notary Public (for your convenience our office and most Township Assessors have Notaries on staff)

Property Owner must include a copy of the deed for said property with the application.

Return completed application and all required documents to Madison County Chief County Assessment Official

Property subject to a Contract for Deed (buyer must be responsible for the taxes and **all correspondence including tax bill will be addressed to buyer at the property address)**

Buyer (occupant) must complete General Homestead Application

Buyer (occupant) must sign application in front of Notary Public (for your convenience our office and most Township Assessors have Notaries on staff)

Attach copy of Contract for Deed filed with the Madison County Clerk (signed by both buyer and seller and notarized).

Return completed application and attachments to Madison County Chief County Assessment Official

Property subject to a Trust-Life Estate (occupant must be listed as owner of the property prior to creation of the Trust and must be responsible for the taxes. **All correspondence including tax bill will be addressed to occupant at the property address.)**

Occupant of the property (subject of the Life Estate) completes General Homestead Application

Occupant of the property (subject of Life Estate) must sign application in front of Notary Public (for your convenience our office and most Township Assessors have Notaries on staff)

Attach copy of Life Estate (signed by both trustee and occupant and notarized)

Return completed application and attachments to Madison County Chief County Assessment Official

Property subject to a Leasehold Interest (lessee must be responsible for the taxes and **all correspondence including tax bill will be addressed to lessee at the property address)**

Lessee and Property Owner complete their portion of General Homestead Application for Leasehold Property (all portions of the form must be completed and accurate or exemption will be denied) **FOR MORE INFORMATION SEE GENERAL HOMESTEAD LEASEHOLD EXEMPTION CHECKLIST**

Lessee and Property Owner must agree to and complete the Oath section of the form

Attach copy of current Lease that has the required clause (see application) (signed by both Lessee and Property Owner and notarized)

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Return completed application and attachments to Madison County Chief County Assessment Official on or before January 31 for the year of the application. These steps must be completed each year during January

SEE GENERAL HOMESTEAD LEASEHOLD EXEMPTION CHECKLIST FOR MORE DETAILED INFORMATION