



# Form HHE-1: APPLICATION FOR THE CITY OF HAMPTON HOMESTEAD EXEMPTION

Instructions for completing this application appear on the next page (COMPLETE ALL FIELDS in blue or black ink).

If this application is denied, an appeal may be filed in accordance with O.C.G.A. §48-5-311.

Applications must be received or postmarked by April 1 for processing in that tax year.



Mail or deliver in person: City of Hampton Homestead Exemption 17 E. Main Street South, Hampton, GA 30228

## SELECT THE EXEMPTION FOR WHICH YOU ARE APPLYING as of January 1

City of Hampton Basic Homestead Exemption (H1) \$15,000

City of Hampton Age Exemption (either applicant)

Age 62 (H2) \$25,000       Age 68 (H3) \$50,000

Totally Disabled Homestead Exemption under 65 (H4) \$50,000

Frozen Clause (H5) Properties 5-acres or less

Tax Year:

(Note: Select only one exemption from H1, H2, H3, or H4 and additionally select Frozen Clause (H5) if desired and your property is 5-acres or less in size.)

## RESIDENCE INFORMATION

1. Property address: (attach copy of Warranty Deed)	2. Property ID/Parcel #:	3. Date applicant(s) began to occupy property:
4. Is property your primary residence?	5. Mailing address if different than property address:	6. How many houses on property?
□ Yes <input type="checkbox"/> No		
7. Previous primary address:	8. What was the status of previous residence (select one): <input type="checkbox"/> Sold <input type="checkbox"/> Still own <input type="checkbox"/> Rented <input type="checkbox"/> Other/Explain	9. Date moved from previous residence:

## ADDITIONAL PROPERTIES

10. Does the applicant/spouse claim residency or exemption on any other property, in this or any another county/state?	11. Address(es) of other properties owned by the applicant/spouse:	<b>12. Letter from a tax office is required if the applicant /spouse owns property not located in City of Hampton (attach letter).</b>
□ Yes <input type="checkbox"/> No		

## APPLICANT INFORMATION

	APPLICANT 1	SPOUSE OR APPLICANT 2
13. Name		
14. Date of birth		
15. Phone number		
16. Email address		
17. City and state of voter registration – <i>Must be registered in City of Hampton</i>		
18. <b>Attach</b> copy of vehicle registration – <i>Must be registered in Henry County</i>	Attach copies of all vehicle registrations	Attach copies of all vehicle registrations
19. <b>Attach</b> copy of Henry County Driver's License or ID	List number for each applicant:	List number for each applicant:
20. Marital status (married, divorced, never married, widowed) <b>Supporting documents must be submitted.</b>		
21. Spouse's name (if married)		
22. Active Military? If yes, list your legal state of residence and <b>attach a copy</b> of your Leave and Earning Statement.	<input type="checkbox"/> Yes <input type="checkbox"/> No      Residence State: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No      Residence State: _____

I, the undersigned, do solemnly swear that the above statements are true and correct and I have submitted all required documents. I am a qualified applicant according to O.C.G.A §48-5-40 and the bona fide owner of the above-described property. I occupied said property as my primary residence as of January 1 of the year for which the exemption is claimed. I understand that making false or fraudulent statements is a misdemeanor and subject to penalties and fines per O.C.G.A. §48-5-51.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Applicant's Signature      Date  
(Notary Public) \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Applicant's Signature      Date  
My Commission Expires: \_\_\_\_\_

# INSTRUCTIONS FOR CITY OF HAMPTON RESIDENTS WITHOUT HENRY COUNTY HOMESTEAD EXEMPTION

*(If you reside in the City of Hampton and currently DO NOT HAVE  
Henry County Homestead Exemption status, you must use Form HHE-1.*

**Application for City of Hampton Homestead Exemption)**

## Instructions for Completing Your Application

### SELECT EXEMPTION

Select the exemption for which you are applying. \*NOTE\* You only need to apply once as long as you own and occupy the property unless you become eligible for a different type of exemption **as of January 1** of the year for which you are applying (disability, age 62 or age 65 exemptions).

**Proof of Residence for City of Hampton** applicant(s) is required to determine the owner's eligibility for exemptions (i.e. Vehicle registration, Georgia Driver's License, Georgia ID).

### RESIDENCE INFORMATION

1. **Property address** – property address where applicant(s) is applying for exemption. \*Attach copy of your **Warranty Deed**.
2. **Property ID/Parcel #** – property id/parcel # where applicant(s) is applying for exemption.
3. **Date applicant(s) began to occupy property** – date moved to this property as primary residence.
4. **Primary/legal residence** – do applicant(s) live at this property.
5. **Mailing Address** – mailing address if different than property address
6. **Number of houses on property** – total number of houses on this property
7. **Previous address** – address where applicant(s) lived prior to moving to this property/home (enter SAME if adding an exemption to an existing Homestead)
8. **Previous primary residence** – Please indicate if previous residence it still owned or has been sold. If the applicant was a tenant, please indicate rented. If none of these apply, indicate Other. Include a separate piece of paper if needed.
9. **Date moved** – date moved from their previous address.

### ADDITIONAL PROPERTIES

10. **Does applicant/spouse claim residency or exemptions on any other property in this or any other county or state?** – list address(es), include a separate piece of paper if needed.
11. **Address(es) of additional property owned by you or your spouse in or out of Georgia** – list address(es), include a separate piece of paper if needed.
12. **Exemption removal letter** – If applicant(s) owns another residence in another County/State, letter from the Tax office must be submitted stating there is NO exemption on said residence(s). (Not required if the previous address is a City of Hampton address).

### APPLICANT INFORMATION

13. **Applicant Name** – as shown on the recorded deed.
14. **Date of Birth** – birth date(s)
15. **Phone Number** – daytime phone number(s)
16. **Email** – email address(es)
17. **City and state of voter registration** – where applicant is currently registered to vote. \*Must be registered in the **City of Hampton**.
18. **Attach copy of vehicle registration(s)** – \*attach a copy of the current registration(s) reflecting the property address as proof of residency.

19. **Attach copy of Georgia Driver's License or Georgia ID** – list driver license number/ID number (attach a photocopy).
20. **Marital Status** – as applicable provide marriage certificate, divorce decree or death certificate.
21. **Spouse's Name (if married)** - indicate spouses name even if they are not a listed owner on this property (attach a photocopy showing the **City of Hampton** address).
22. **Active military and legal state of residence** – if yes, list legal state of residence.

### Instructions for Filing Your Application

*An exemption can be applied on **only 1 (one) homesteaded property**, which means the applicant(s) must own, occupy, and claim the property as their legal residence **on January 1** of the year for which application is made. A married couple is allowed Homestead exemption on only 1 (one) residence.*

Complete application with all required documentation and **apply in person or mail to** (faxed or emailed copy not accepted):

#### CITY OF HAMPTON HOMESTEAD EXEMPTION

17 East Main Street South  
Hampton, GA 30228

#### HOURS

Monday through Friday  
9:00 am to 4:30 pm

#### PHONE

Tel. (770) 946-4306

**Applications must be received or postmarked by April 1** for processing in that tax year. Metered or kiosk postmark is not accepted as proof of timely mailing. If received after the filing deadline, the application will be processed for the following year.

When filing by mail or in person, provide a copy of the following items along with the application as applicable (other documents may be requested):

- ✓ **Georgia Vehicle Registration** - Vehicles are required to be registered at primary residence per O.C.G.A.48-5-444. Provide registration for **all** vehicles owned by you and/or spouse.
- ✓ **Henry County Driver License or Henry County ID**
- ✓ **Final Divorce Decree** - Required if indicated divorced.
- ✓ **Spouse's Death Certificate** - Required if applicant(s) has joint ownership.
- ✓ **Homestead Exemption Verification letter from Tax Official** - Required if applicant(s) owns any other residence in another city/county/state. This is to verify that no other homestead exemption is being claimed.
- ✓ **Completed Trust Affidavit** - Required if property is held in a trust.
- ✓ **Copy of Voter Registration for City of Hampton.**