

**REQUEST TO COMBINE/DIVIDE PROPERTY**

**OWNER COMPLETES THE FOLLOWING:**

Print Owner Name(s):	Owner Phone #:
E-Mail <i>(This will be used as the assessing department's means of communication unless you specify otherwise):</i>	
Owner Mailing Address:	
Address(es) of Subject Properties:	

**REQUEST DETAILS (filled out by the Assessor's Office)**

Parcels to Combine/Divide: _____
Plans to construct, alter, or demolish a structure on the above parcel(s) <u>this</u> calendar year? _____
Process as: Mid-year or Year-end    Needs New Deed(s)? ____    Needs New PRE(s)? ____    Needs Survey? ____

**OWNER CERTIFICATION**

<ul style="list-style-type: none"> <li>• I SHOULD GIVE NOTICE TO ALL LIEN HOLDERS!</li> <li>• Splits and combinations require all taxes, special assessments, and outstanding invoices be paid in full before the split/combination can be processed.</li> <li>• I may be required to provide property descriptions for the parcels I wish to combine or split.</li> <li>• I may be required to provide a survey.</li> <li>• I may be required to rescind my Principal Residence Exemption (PRE) affidavit(s) on current parcel number(s) and complete Principal Residence Exemption affidavit(s) for future parcel number(s).</li> <li>• I may be required to prepare, or have prepared, and present deed(s) to the assessor for review.</li> <li>• Absolutely NO construction/alteration/demolition of any kind will occur on any parcel(s) until <b>AFTER</b> the split or combination of property is final unless prior written consent is provided from the Neighborhood &amp; Economic Operations Department (e.g. Development Agreement).</li> </ul>	
<i>By signing below I certify that I have read and understand the above:</i>	
Owner(s):	Date:
Land Contract Seller(s) (If applicable):	Date: