



REQUEST TO CLOSE OR CHANGE ACCOUNT ON MONROE COUNTY TAX ROLL

DBA: \_\_\_\_\_ Account #: \_\_\_\_\_  
OWNER: \_\_\_\_\_ Business Name: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ Business Location: \_\_\_\_\_  
\_\_\_\_\_ Business License: \_\_\_\_\_

Type of Account:  Business  Rental Income Property  Charter Boat  Mobile Home with Attachment

Closed Business, Rental Income Property or Charter Boat Operation On: DATE: \_\_\_\_\_  
(Include Proof of Business Closing, e.g., Final Federal Income Tax Return, Bankruptcy Filing, Copy of Final Electric or Telephone Bill, etc.)

Sold/Transferred Business, Rental Property, Charter Boat or Mobile Home On: \_\_\_\_\_  
Sold/Transferred to: \_\_\_\_\_ DATE \_\_\_\_\_

Name: \_\_\_\_\_  
D/B/A: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
 Other: \_\_\_\_\_  
\_\_\_\_\_

Please tell us what happened to the Physical Assets of the Business (e.g., equipment, electronics, furniture, fixtures, etc.)?

Transferred to New Owner  Disposed/Retired  Still Own  Sold to: \_\_\_\_\_  
Other: \_\_\_\_\_

County Occupational License # \_\_\_\_\_ Do you wish to cancel this license?  YES  NO

Under penalties of perjury, I swear that I am the duly authorized representative/owner of the business, rental income property, charter boat operation or mobile home listed above and declare that the foregoing statements are true.

By: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Incomplete or Unsigned Notifications Cannot Be Accepted By The Appraiser's Office

Please note: Written notification to the Property Appraiser's office is required to remove an account from the Tangible Personal Property Tax Roll. Until this form is received, your account will remain active and you will continue to be assessed.

**Key West**  
County Courthouse  
500 Whitehead St.  
(305) 292-3420

**Marathon**  
Marathon Government Center  
2798 Overseas Hwy, Ste. 310  
(305) 289-2550

**Plantation**  
Plantation Government Center  
88700 Overseas Hwy.  
(305) 852-7130