TAX DIVISION

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RE: Instructions on filing for a Homestead Exemptions for Property in a Trust

In order to apply for or receive basic **Homestead Exemption** on property titled in the **name of a Trust**, a Homestead Exemption application with a Sworn Affidavit must be submitted to the City of Marietta Tax Office by April 1 of the taxable year. Applications can be accepted by mail or in person. However, if you mail the form, we recommend you send a self-addressed, stamped envelope if you wish to receive a signed copy as proof of receipt. *(If you mail the form and we do not receive it, you will not be granted the exemption.)*

The name of the trust must appear on the **deed** to the property. The applicant must be an **individual** who is the beneficiary of the Trust and must occupy and claim the property as their legal residence on January 1 to be eligible for any Homestead Exemption for that tax year. If there are current exemptions, they must be reapplied for under the Trust name.

In addition to the basic Homestead Exemption, homeowners who are **disabled veterans** or **the un-remarried surviving spouse**, the **un-remarried surviving spouse of a firefighter or peace officer** killed in the line of duty, **age 62** or older, or **100% disabled** may qualify for other exemptions.

All applicants must be legal residents or have legal authorization from the U.S. Immigration and Naturalization Service to qualify for exemptions.

An exemption form is enclosed for your filing convenience. Be sure to complete all of the information that applies to you. ***The deadline for filing for the current year exemption is April 1***. Even if you qualify for any or all of the exemptions, you will not receive the exemptions for that year *if you do not meet the deadline.*

Our office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. We are located on the first floor of Marietta City Hall, 205 Lawrence Street and can be reached by phone at 770-794-5680.

You must also file for an exemption with Cobb County Tax Commissioner's Office.

All returns (change of ownership) must be filed with the Cobb County Tax Commissioners Office, 736 Whitlock Avenue, Suite 100, Marietta, Georgia, 770-528-8600.