



## VOLUSIA COUNTY TANGIBLE PERSONAL PROPERTY POLICY FOR EXTENSION REQUESTS

The Volusia County Property Appraiser's Office policy for extensions on filing the 2025 Tangible Personal Property tax returns per Florida Statute 193.063 is as follows:

1. All requests for extensions, both automatic and discretionary, for filing Tangible Personal Property tax returns must be made in writing and must be received by the Property Appraiser's office no later than March 14, 2025. All requests must be mailed or faxed to the following:

**Larry Bartlett JD, CFA**  
**Volusia County Property Appraiser**  
**Attn: Tangible Personal Property**  
**921 North Nova Road**  
**Holly Hill, Florida 32117**

**Fax Number: (386)-239-7717**

2. All requests for extensions must include the following information:
  - Name of the taxable entity
  - Alternate Key Number of the taxable entity

*Requests for 30-day extensions for multiple parcels do not have to be made individually. They may be listed in a spreadsheet format. Approval notices will be emailed or faxed.*

3. To avoid penalties, all Tangible Personal Property tax returns granted a 30-day extension must be delivered to the Property Appraiser's office or postmarked by the United States Postal Service by May 1, 2025. A copy of the approval notice must be attached to each return for which an extension was granted.
4. If an additional 15-day discretionary extension is requested, it must be made separately from the 30-day extension request. In addition to the information requested above, the 15-day discretionary request must include a specific reason for the request. These requests will be reviewed on an individual basis.
5. To avoid penalties, all Tangible Personal Property tax returns granted a 15-day discretionary extension must be delivered to the Property Appraiser's office or postmarked by the United States Postal Service by May 15, 2025. Approval notices will be emailed and a copy of the approval notice must be attached to each return filed for which an extension was granted.

**\* A "REQUEST FOR EXTENSION FORM" IS PROVIDED ON OUR WEBSITE.**