



## Homestead Exemption Requirements for 100% Exemption

**EZ Form LGHE-EZ:** IF you currently have the Henry County Homestead Exemption, use the **EZ Form** and provide 1 of the following documents:

- 1. GA Driver's License**
- 2. City of Locust Grove Voter's Registration Card, or,**
- 3. Georgia ID Card**

For **ALL** other applicants, fill out the **LGHE-1 Form**. Applicants **MUST** provide the **applicable** documents enumerated on Form LGHE-1 as listed:

**Item 1. Property Warranty Deed (copy)**

**Item 12. Homestead Exemption Verification Letter from Tax Official** (Required. if applicant(s). own(s). any. other. residence. in. another. county-state; This is to verify that no other homestead exemption is being claimed.)

**Item 18. Copies of all vehicle registrations** (Vehicles must be registered in Henry County, GA at address to which that are applying.)

**Item 19. Georgia Driver's License OR Georgia ID Card (copy)**

**Item 20. Final Divorce Decree** (Copy Required if indicated divorced)

**Item 20. Spouse's Certificate of Death** (Copy Required if applicant has joint ownership)

**Item 22. Active Military** (Attach a copy of your Leave and Earning Statement)



# APPLICATION FOR CITY OF LOCUST GROVE 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 U.S. postmarked by April 1 for processing in that tax year.**

SELECT THE EXEMPTION FOR WHICH YOU ARE APPLYING as of January 1		
<input type="checkbox"/> <b>City of Locust Grove Homestead Exemption (LG1)</b>	<b>Tax Year:</b> _____	
RESIDENCE INFORMATION		
1. Property address:( <i>attach copy of Warranty Deed</i> )	2. Property ID/Parcel #:	3. Date applicant(s) began to occupy property:
4. Is property your primary residence? <input type="checkbox"/> Yes <input type="checkbox"/> No	5. Mailing address if different than property address:	6. How many houses on property?
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? <input type="checkbox"/> Yes <input type="checkbox"/> No	11. Address(es) of other properties owned by the applicant/spouse:	12. <i>Letter from a tax office is required if the applicant / spouse owns property not located inside the City of Locust Grove (attach letter).</i>
APPLICANT INFORMATION		
	APPLICANT 1	SPOUSE OR APPLICANT 2
13. Name		
14. Date of birth		
15. Phone number		
16. Email address		
17. County and state of voter registration – <i>Must be registered in Henry County – City of Locust Grove</i>		
18. <b>Attach</b> copy of vehicle registration – <i>Must be registered in Henry County – City of Locust Grove address.</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 <i>must be at address for which you are applying.</i>	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? <i>If yes, list your legal state of residence and attach a copy of your Leave and Earning Statement.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No    Residence State: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No    Residence State: _____
<p><b>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 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.</b></p>		
_____ <b>Applicant 1 Signature</b>	_____ <b>Date</b>	_____ <b>Spouse/Applicant2 Signature</b>
	_____ <b>Date</b>	

Release 10/10/2024    **INSTRUCTIONS FOR COMPLETING APPLICATION ON REVERSE SIDE**



## 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.

**Proof of Residence for City of Locust Grove.** Applicant(s) is/are required to determine the owner's eligibility for exemption (i.e., **Vehicle registration, 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 is 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 Henry 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. County and state of voter registration** – where applicant is currently registered to vote. \*Must be registered in Henry County and the City of Locust Grove.
- 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 Henry County Driver License or ID number** – list driver license number/ID number (\*attach a photocopy showing the City of Locust Grove address)
- 20. Marital Status** –if applicable provide divorce decree or death certificate
- 21. Spouses Name (if married)** - indicate spouse's name even if they are not a listed owner on this property (\* attach a photocopy showing the City of Locust Grove 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):

**Locust Grove City Hall – Homestead Tax Exemption**

**PO Box 900**

**Locust Grove, GA 30248**

**Tel. (770) 957-5043**

**Applications must be received, or U.S. 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** – *must be at address for which you are applying for homestead exemption.*
- ✓ **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 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.*



**LOCUST GROVE** EST. 1893

**Form LGHE-EZ**

**APPLICATION FOR CITY OF LOCUST GROVE RESIDENTS WITH CURRENT HENRY COUNTY HOMESTEAD EXEMPTION STATUS**

**(EXISTING HENRY COUNTY HOMESTEAD EXEMPTION STATUS IS REQUIRED TO COMPLETE THIS APPLICATION)**

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

I do hereby affirm that the information and statements contained herein are true and correct to the best of my knowledge. This application is submitted in support of my request for the **City of Locust Grove** Homestead Exemption. Completion of this application does not guarantee City of Locust Grove Homestead Exemption to me as **the applicant** for the property located at:

\_\_\_\_\_  
 (Street Address) (City) (Zip Code)

The above-described property is currently owned by \_\_\_\_\_  
 (Name of Property Owner)

I, **the applicant**, am legally entitled to receive the City of Locust Grove Homestead Exemption for the above-described property and **currently** receive the **Henry County Homestead Exemption**. I reside at the above-described property and **declare this to be my legal domicile** for which I am **currently** a registered voter in the **City of Locust Grove**.

I understand the Homestead Exemption Application for **the City of Locust Grove** is received based on my current **Henry County Homestead Exemption** status. I further understand that, by law, the Henry County Tax Assessor's Office must be notified in the event that the individual(s) who qualified for this exemption becomes deceased, no longer resides at or owns the subject property or otherwise becomes ineligible for the Homestead Exemption. If any of the information changes, I will furthermore inform the **City of Locust Grove** in writing of the change in the year the change occurs.

I, **the applicant**, am eligible as of January 1, 2025, and elect to apply for the following **City of Locust Grove (COLG) Homestead Exemption**:  **COLG Basic Homestead Exemption (LG1) 100% Exemption**

I understand that **Proof of Residence for City of Locust Grove** applicants is/are required to determine the owner's eligibility for the exemption. When filing by mail or in person, provide a copy of the following items along with the application: **City of Locust Grove Voter Registration or GA Driver's License or Georgia ID** at address for which I am applying.

I declare that I do not receive a Homestead Exemption on any other property in Georgia or in any other state either individually or by virtue of a trust. I declare under penalty of perjury and other penalties of state and local laws that I am eligible to claim the **City of Locust Grove Homestead Exemption** available to homeowners within the City of Locust Grove.

<b>Applicant 1 Name:</b>	<b>Date of Birth:</b> / /
<b>Spouse/Applicant 2 Name:</b>	<b>Date of Birth:</b> / /
<b>Address:</b>	
<b>Phone Number:</b> ( ) -	<b>Email:</b>

I do hereby swear or affirm under penalty of law that this information is true and correct to the best of my knowledge. (Note: Homestead fraud is a misdemeanor. Anyone filing a false or fraudulent claim for exemption shall be taxed at double the tax amount otherwise to be paid. (O.C.G.A. § 48-5-51 (3) (b)).

<b>Applicant 1 Signature</b>	<b>Date</b>
<b>Spouse/Applicant 2 Signature</b>	<b>Date</b>
<b>(Notary Public)</b>	<b>My Commission Expires:</b>

**Applications MUST be received or USPS Postmarked by April 1 of the current tax year.**  
 Locust Grove City Hall – Homestead Tax Exemption  
 P.O. Box 900 – Locust Grove, GA 30248