

Attention Realtors:

Did you know that your Boone County clients can now apply for the Homestead Tax Credit (as well as other permits, credits, Variances, etc) completely online?

There are two ways that they can choose to do this:

1. Go to www.boonecounty.iowa.gov
 - a. Scroll down to the blue buttons below the picture and click on “**Permits & Forms.**”
 - b. The permits & forms are listed alphabetically so scroll down to and click on “**Homestead Tax Credit.**”
 - c. Enter your User Name & Password if you have logged on before or click on the “**Create Account**” link.
 - i. If you created a new account, you will need to **click the verification URL that was sent to the email address** you provided during the creation of your account.
 - ii. Once you have clicked the verification code, it will take you back to the log in screen. **Log in.**
 - d. Choose a Jurisdiction – Click “**View**” next to Boone County, IA.
 - e. Choose “**Apply**” next to the Homestead Tax Credit in the list.
 - f. You are given the option to search for the subject property, one of three ways: Parcel ID, Property Owner or Property Address. (You can also choose to enter everything manually if you’d rather.)
 - g. Once you have entered in one of the search criteria, a list of address choices will pop up. Click “**Select**” next to the correct property.
 - h. Click “**Create**” to create a new permit application.
 - i. Fill in the blanks that aren’t pre-filled then click “**Save**” then “**Next.**” The nice thing about completing this process online is that information about the property including Parcel ID #, book and page that your evidence of ownership, etc is pre-filled for you leaving little chance for errors.
 - j. A second sheet of questions about when you became the owner of the homestead will need to be answered. **Complete**, then click “**Save**” then “**Next.**”
 - k. The final page of the application will ask questions about residency, smoke detectors, fuel-fired heater or appliance, a fireplace, or an attached garage, and carbon monoxide alarm, **answer all questions** then **date** and **electronically sign** the bottom of the page before you click “**Submit.**”
2. The second way you can electronically submit the Homestead Tax Credit is by logging on to the Beacon, <https://beacon.schneidercorp.com> then choose Boone County, Iowa.
 - a. **Search** for the address of the homestead being applied for.
 - b. On the red bar near the top of the page, click on, “**Apply for Permit.**”
 - c. Choose the link for “**Boone County Homestead Tax Credit.**”
 - d. Follow the instructions above from Step C to K in order to complete the process.