

VAB PETITION FILING INSTRUCTIONS

This Notice is to help you, the petitioner, in filing your Value/Personal Property Petition to the Value Adjustment Board.

FORM & FORMAT

COMPLETED PETITIONS TO THE VALUE ADJUSTMENT BOARD **MUST**:

- 1) Be made on Form DOR-486 found online at <http://dor.myflorida.com/dor/property/vab> or be obtained from the Clerk's Office or Property Appraiser's Office;
- 2) Describe the property by parcel number and physical location or the TPP account number and the reason for filing petition;
- 3) Indicate the approximate time you need to present and argue your case to the Board;
- 4) Indicate if you desire to have your petition heard and your evidence considered without your attendance. (If you do not appear by the commencement of a scheduled hearing and you have not indicated a desire to have your petition heard without your attendance, the hearing shall not commence or proceed, and the Special Magistrate shall prepare a recommended decision upholding the Property Appraiser, in accordance with the rules; however your right to bring an action in Circuit Court is not impaired.); and
- 5) Be received & filed with the Clerk to the Value Adjustment Board by **5:00 p.m. of the deadline date.**

COSTS

The Value Adjustment Board requires a \$15.00 nonrefundable filing fee for each parcel of property listed in your petition. However, the Board does make the following Exceptions:

- 1) No filing fee for Homestead Exemption Petitions.
- 2) A condominium association, cooperative association, or homeowners association may file a single joint petition on behalf of association members who own parcels of property which the Property Appraiser has determined are

substantially similar in nature. The association must notify all unit owners of its petition and provide each at least 20 days to elect, in writing, not to participate; and,

- 3) An owner of contiguous, undeveloped parcels may file a single joint petition if the Property Appraiser determines such parcels are substantially similar in nature. The owner must complete the attached "sign off sheet".

The cost to file a single joint petition is \$15.00 filing fee and \$5 for each additional parcel listed on the petition. Please make checks payable to the **Clerk to the BCC**. You must make payment at the time you file your petition.

PLACES TO FILE

Petitions may be filed with the Clerk to the Value Adjustment Board as follows:

BY MAIL: P.O. BOX 8099
SANFORD, FL 32771
ATTENTION: COUNTY COMMISSION RECORDS OFFICE

IN PERSON: BRANCH OFFICE OF THE CLERK OF COURT
EAST BRANCH, WILSHIRE PLAZA
376 WILSHIRE BLVD., CASSELBERRY, FL
TELEPHONE - (407) 830-7337
HOURS: 8:30 A.M. TO 5:00 P.M.

BRANCH OFFICE OF THE CLERK OF COURT
WEST BRANCH, OAK GROVES SHOPPES
995 SR #434 NORTH, #403, ALTAMONTE SPRINGS, FL
TELEPHONE - (407) 862-5373
HOURS: 8:30 A.M. TO 5:00 P.M.

SEMINOLE COUNTY SERVICES BUILDING
COUNTY COMMISSION RECORDS
1101 E. FIRST STREET, ROOM 2204
SANFORD, FL 32771
TELEPHONE - (407) 665-7662
HOURS: 8:00 A.M. TO 5:00 P.M.

RULES OF PROCEDURE AND INFORMATION MATERIAL CAN BE FOUND AT
<http://dor.myflorida.com/dor/property/vab/> or obtained from the Clerk's Office.