



INSTRUCTIONS for SUBMITTING a PETITION to the Seminole County Value Adjustment Board

It is important to note that you have the right to an informal conference with a Property Appraiser's representative where you can present facts to support your appeal, and the Property Appraiser can present facts that support their assessment of your property.

To request an informal conference, contact your Property Appraiser's Office at (407) 665-7506.

Step 1: Create a Just Appraised Account

1. Go to https://taxpayer.justappraised.com/appeals/petitions?county=seminole_fl
2. Enter your information. Required fields are indicated with an asterisk. (*)
3. Check the **Terms of Service** box and click Continue.

Just Appraised

Create Your Account

Sign Up to Just Appraised to continue to Taxpayer Portal.

First Name*

Last Name (optional)

Email address*

Phone Number (optional)

☐ I have read and agree to Just Appraised's [Terms Of Service](#).

Continue

Already have an account? [Log in](#)

4. Create a password and click Continue.

Just Appraised

Create Your Account

Set your password for Just Appraised to continue to Taxpayer Portal

johnsmith@gmail.com [Edit](#)

Password*

Your password must contain:

✓ At least 10 characters

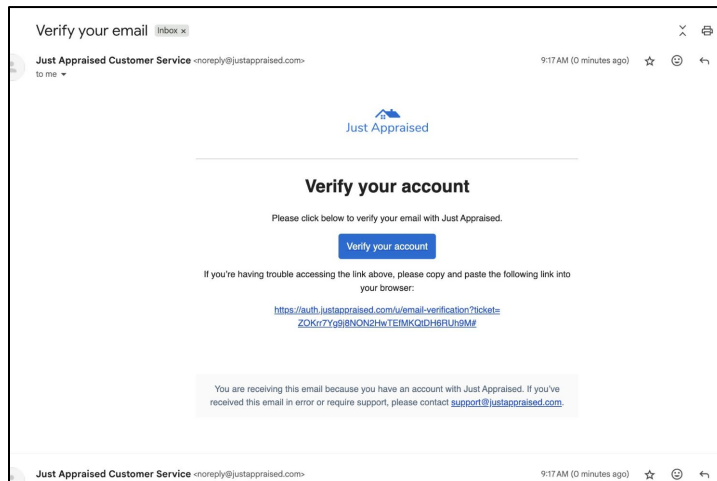
Continue

Already have an account? [Log in](#)

5. You will then receive an email.

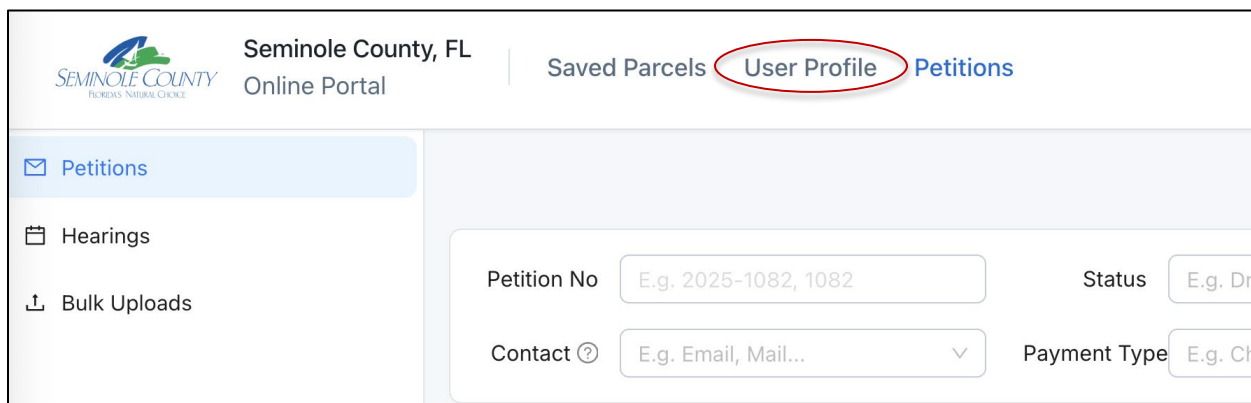
PLEASE NOTE: The same email address should be used to access your account in the future.

6. Follow the instructions to verify your account.



Step 2: Complete Your Profile

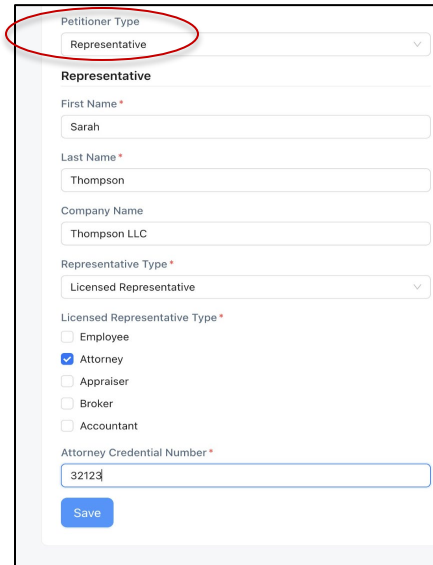
1. Click **User Profile** from the top menu.



2. If you would like to receive notices and evidence via email, click the dropdown box for **Contact Preference** and choose “Email.” Otherwise, choose “Mail” for notices sent via USPS.
3. Fill in your mailing address.
4. Click on **Petitioner Type** to choose either “Owner” or “Representative.”

A screenshot of the 'Petitions' form. The 'Mailing Address' section is circled in red, containing a 'Contact Preference' dropdown menu. Below this are input fields for 'Street', 'City', 'State' (a dropdown menu), and 'Zip'. At the bottom of the form, the 'Petitioner Type' dropdown menu is also circled in red. A blue 'Save' button is located at the bottom left of the form.

3. If "Owner" is chosen, click Save.
If "Representative" is chosen, fill in the appropriate information, then click Save.



Petitioner Type
Representative

Representative

First Name *
Sarah

Last Name *
Thompson

Company Name
Thompson LLC

Representative Type *
Licensed Representative

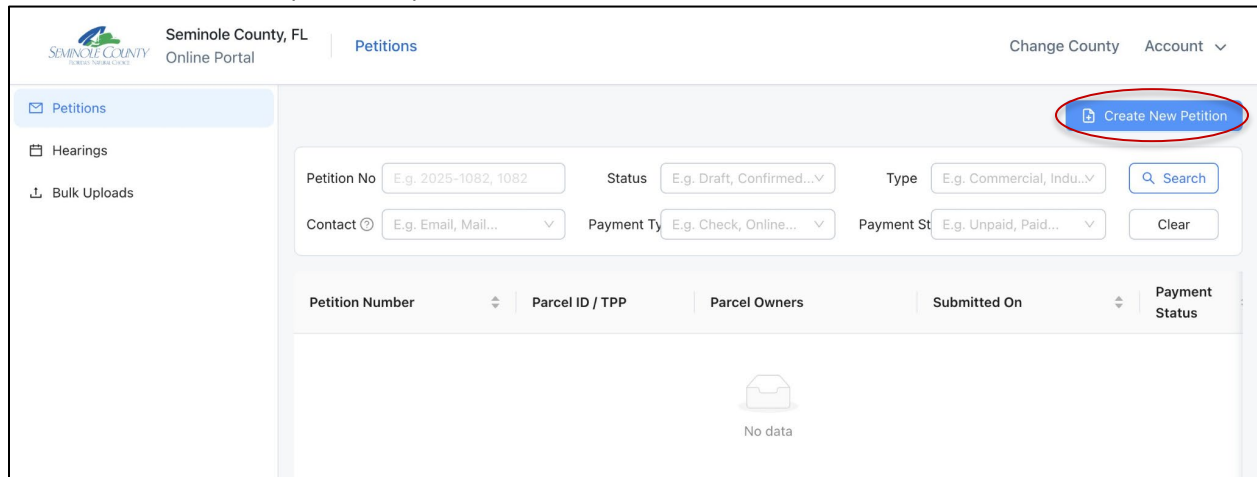
Licensed Representative Type *
☐ Employee
☒ Attorney
☐ Appraiser
☐ Broker
☐ Accountant

Attorney Credential Number *
32123

Save

Step 3: Start a New Petition

1. From the main menu (Petitions), click Create New Petition.



Seminole County, FL
Online Portal

Petitions

Change County Account

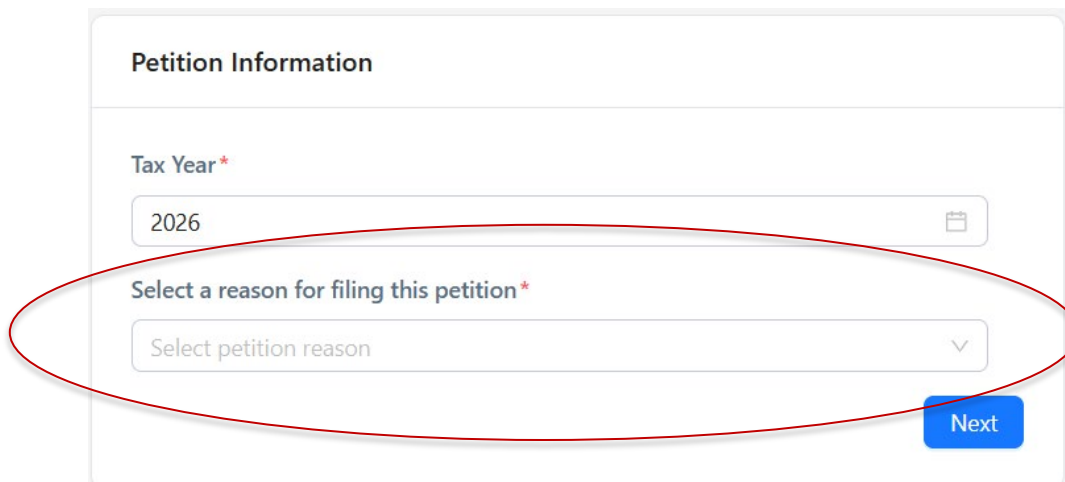
✉ Petitions
📅 Hearings
⬇ Bulk Uploads

Create New Petition

Petition No. E.g. 2025-1082, 1082 Status E.g. Draft, Confirmed... Type E.g. Commercial, Indu... Search
Contact E.g. Email, Mail... Payment Ty E.g. Check, Online... Payment St E.g. Unpaid, Paid... Clear

Petition Number	Parcel ID / TPP	Parcel Owners	Submitted On	Payment Status
No data				

2. Under Petition Information, select the reason for filing this petition. Then, click Next.



Petition Information

Tax Year *
2026

Select a reason for filing this petition *
Select petition reason

Next

Step 4: Property Details

1. Select the **Property Type** from the dropdown box.
2. Choose Parcel Number or TPP Account.
3. If choosing Parcel Number, input Parcel Number, Property Street Address **or** Owner Names(s), and then, click Search.

The screenshot shows a web form titled "Property Details". A red oval highlights the "Property Type" dropdown menu, which currently displays "Select property type". Below this, the question "How is this property identified?" is followed by two radio buttons: "Parcel Number" (which is selected and circled in blue) and "TPP Account". A light blue informational box contains the text: "Search for a parcel and select from the results. Once selected, the details will be shown in the Selected Parcel tab." Below the box are two tabs: "Search for a Parcel" (active) and "Selected Parcel". The "Search for a Parcel" section contains three input fields: "Parcel Number", "Property Street Address", and "Owner Name(s)". A blue oval highlights these three fields and the "Search" button at the bottom right, which has a magnifying glass icon. A note at the bottom left of the search section says "Please enter at least one field". A blue link "Show Additional Search Fields" is located to the right of the input fields.

4. Choose the correct parcel by clicking the radio button on the left.

The screenshot shows a table titled "Parcel Search Results". The table has two columns: "PARCEL NUMBER" and an unnamed column. A blue oval highlights the first row, which contains a radio button in the first column and the number "28203230000700" in the second column.

	PARCEL NUMBER
☐	28203230000700

Step 5: Applicant Information

The Applicant is the party who is submitting the petition.

Examples:

- If you are filing an appeal about the assessment of your home, you can click on the **Use Parcel Address** box, and the mailing address information will auto-populate.
- If you are an unlicensed representative of a taxpayer, fill in the address where you would want notices and decisions to be sent.
- If you are a tax agent or attorney representing taxpayers, fill in the company or agency's mailing address, even if you choose to receive all notices via email.

1. Fill in all the appropriate information and click Next.

Applicant Information

Mailing Address *

☐ Use parcel address

Street *

City *

State *

Select state ▼

Zip Code *

The standard way to receive information is through email. Please let us know if you prefer another method. *

☐ Mail

☒ Email

Please specify your relationship with the property owner *

I am a representative of the property owner ▼

Who will be attending the hearing? *

☒ I or another representative will attend the hearing

☐ I will not attend the hearing but would like the evidence considered

Representative Full Name *

Representative Company Name

Representative Type *

Select representative type ▼

How would the representative attend the hearing? *

In person ▼

Please specify any dates you are not available on.

Select date 

How much time do you think you will need to present your case. The standard time is 15 minutes.

15

Minutes

Back

Next

Step 7: Evidence and Documentation (see next page for new DOR rules)

1. Upload any supporting documents by Dragging/Dropping them **or** click to Browse and Choose.
2. When finished, click Next.

Evidence and Documentation

 Please submit any documentation you have available to support your petition. If you do not have your evidence available at this time, you will have until 15 days before your hearing to submit evidence.

Evidence


Drag & drop a file here or click to choose

Supported Formats: JPEG, PNG, HEIC, PDF, DOCX, XLSX, CSV, M4AMax Size: 100MB

 **Supported filename rules:**

- Length: 1–1024 characters
- Avoid: `{ } ^ % [] < > # ~ ``
- No ASCII control characters
- No leading or trailing spaces

File Name	Type	Uploaded By	Uploaded At
 No files uploaded			

Back

Next

Step 8: Payment of Petition Fees

- A \$50.00 non-refundable fee is required at the time of filing for each parcel.
- The cost to file a single, joint petition is \$50.00 plus \$5.00 for each additional parcel listed on the petition. Joint petitions must be submitted in hard copy since the property appraiser must approve the validity of the submission, whether it is two or more parcels, condos, or tangible personal property accounts.
- Petitions in connection with portability, and denials of homestead exemptions that are late-filed, require a \$15.00 filing fee.
- For more information in connection with filing fees, refer to the Florida Department of Revenue's Administrative Code, Chapter 12D-9.015(7), *OR* you can go to the Clerk's webpage – under Quick Links, and click on **Value Adjustment Board**, and then **Fee Schedule**.

1. If paying by check or money order, choose **Pay with Check** and click Submit.

A check or money order made payable to "Clerk to BCC" must be mailed within 10 days of filing. Go to the Seminole County Clerk of Court webpage for further information to mail in your payment (see below for link).

2. If paying the filing fee by credit card, choose **Online Payment** and click Submit.

The processing fee to file online by our payment partner, Stripe, is set at 3.62% of the total filing fee, and a \$.31 transaction fee is charged by the application.

If you clicked to Pay Online, and decide to then pay by check, click the "back" arrow at the top of the page ← and then click on **Update Payment**, where you can then choose to pay by check or money order.

Payment Information

How would you like to pay? *

☐ Pay with Check

☒ Online Payment

BackSubmit

LINK TO SEMINOLE COUNTY CLERK OF COURT – VALUE ADJUSTMENT BOARD WEBPAGE:

<https://www.seminoleclerk.org/departments/county-commission-records/value-adjustment-board/>

3. If paying by credit card, you will be taken directly to the Stripe site shown below to pay securely online. Fill out the required information and click Pay.

Step 9: Upload Evidence (Optional)

1. After submission of your petition, you can add documents at any time by clicking on **Add Evidence and Documentation** from your petition details page.
2. You will be able to upload evidence or other documentation until the due date notated on Form DR-481, Notice of Hearing, and that date is 15 days prior to your hearing date.
3. See Florida Administrative Code, Department of Revenue, Property Tax Oversight Program, Section 12D-9.020 “Exchange of Evidence” Subsection (1)(a) for further details on the evidence exchange.