



INSTRUCTIONS FOR FILLING OUT A PETITION VIA THE ONLINE PORTAL

It is important to note that you have the right to an informal conference with the Property Appraiser prior to submitting a VAB petition. You can present facts to support your claim and the Property Appraiser can present facts that support their assessment of your property value. To request a conference, contact your Property Appraiser's Office at (407) 665-7506.

DIRECT LINK TO THE ONLINE PORTAL: <https://webapps.seminoleclerk.org/vab-user/login.jsp>

1) LOOKING UP YOUR PARCEL

- Enter your PARCEL NUMBER. Your parcel number can be found on your TRIM notice (notice of taxes) or by going to www.scpafl.org and putting in your name or address.
- Click on *I'm not a robot* and then click the *Submit* box.

Creating Petition

- The *Taxpayer Information* and *Property Information* should automatically populate.

2) CONTACT INFORMATION

- Fill in your *Email* where **all notices will be sent** electronically including the Notice of Hearing.
 - NOTE: If the taxpayer has a representative, that representative's email should be used.
- Contact *Phone Number* of petitioner or agent/representative
- Secondary phone number, if appropriate

3) AGENT

- Fill this section out if you are not the taxpayer listed above and are an authorized, licensed representative acting on their behalf. If you are an authorized *but unlicensed* representative, you *must file on paper*.
- Type the *Name and Address* of the taxpayer's agent or representative
- Choose the *Type* of representative from the dropdown box: Employee, Attorney, Appraiser, Broker, Accountant, or Unlicensed Representative.
- Either fill in the ID (*license*) or the name of employer if *Employee* is chosen as Type.
- If the representative is not acting as a licensed representative or employee, a *Power of Attorney* form or *Taxpayer Authorization* form must be UPLOADED. (Click on VAB Forms on the Clerk's VAB Page.)
- NOTE: Instructions for uploading documents are found at the end of this document.

4) PETITION

- Choose the *Property Type* from the dropdown box.
- Choose the *Reason* from the dropdown box, i.e. Real Property Value or Denial of Exemption.
- Fill in *Exemption Type*, i.e. Homestead (if appropriate).
- Click on *Cannot or Will Not Attend* if you do not want to attend the hearing but do want your evidence considered.
- Fill in the approximate amount of time to present your case in minutes. (Average is 15 minutes.)
- Fill in any dates (other than legal holidays) that you will be unable to attend.

5) SIGN AND SUBMIT

- Type to sign your *name*, type today's *date*, and click the *Submit* box.

COST TO FILE

A \$15.00 non-refundable fee is required for each parcel. Checks should be made payable to the **Clerk to the BCC** (Board of County Commissioners) and sent to the following address within 10 working days of filing:

Seminole County Value Adjustment Board, 1101 E. 1st Street, Room 2204, Sanford, FL 32771.

The cost to file a single, joint petition is \$15.00 plus \$5.00 for each additional parcel listed on the petition. If no hearing is scheduled due to late filing, your check or money order will be returned to you. Please note the following fee exceptions:

- 1) There is no filing fee for petitions filed appealing denial of timely filed Homestead Exemptions, Tax Deferrals, or petitions submitted with documentation from the Department of Children and Families stating that the petitioner is currently an eligible recipient of temporary assistance under Chapter 414, F.S.
- 2) A condominium association, cooperative association, or homeowner's 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.
- 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.
- 4) An owner of multiple TPP accounts (tangible personal property) may file a *single, joint petition if the Property Appraiser determines such tangible personal property is substantially similar in nature.

INSTRUCTIONS TO UPLOAD DOCUMENTS TO THE ONLINE PORTAL

- Under [Add New File](#), click in the [File Description](#) box for a dropdown of file name choices or give the file a name of your choosing.
- Click in the [Choose File](#) box to browse for the file you'd like to upload – then Click on [Upload](#).
- Under [Existing Files](#), you can then click on that file to view it.