



INSTRUCTIONS FOR SUBMITTING 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.

The information below is to help you, the petitioner, in submitting your request for hearing (petition) through the VAB Online Portal in regard to the proposed value of your property indicated on your TRIM notice. TRIM notices were mailed out to property owners by the Property Appraiser's Office on August 21; and therefore, the **due date for petitions is September 15, 2020**. The filing due date is also found on the TRIM notice.

Instructions to Upload Documents to the Online Portal

- 1) 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.
- 2) Click in the Browse... box to choose the file you would like to upload.
- 3) Choose the file and click on Upload.
- 4) Under Existing Files, you can then click on that file to view it.

1) Petition Number

- a) Petition Number will be automatically assigned when you submit the petition.
- b) Current tax year will auto-populate.
- c) Today's Date will auto-populate.
- d) If you are filing after the deadline of **September 15, 2020**, you must UPLOAD a written explanation of the reason you are filing late. The VAB Attorney will make a determination per DOR rules whether a hearing can be scheduled. Your filing fee will be returned if a hearing is not scheduled.

2) Petitioner (Actual Taxpayer)

- a) Taxpayer Name MUST match the Property Record Card. This can be found on your TRIM notice or by going to the Property Appraiser's website, <http://www.scpafl.org>. Input the Parcel# on the Record Search.
- b) Taxpayer's Physical Address
- c) Email where ***all notices will be sent*** electronically including the Notice of Hearing. If the taxpayer has a representative, the rep's email should be used.
- d) Contact phone number of petitioner or agent/representative
- e) Alternate phone number

3) Agent

- a) Name and address of the taxpayer's agent or representative
- b) Choose the Type of representative from the dropdown box: Employee, Attorney, Appraiser, Broker, Accountant, or Unlicensed Representative.
- c) Either fill in the ID (license) or the name of employer if "Employee" is chosen as Type.
- d) If the representative is not acting as a licensed representative or employee, a [Power of Attorney](#) form or [Taxpayer Authorization](#) form must be UPLOADED.

4) Property Information

- a) Fill in the Parcel ID #. The corresponding property address and the legal description will populate automatically. For Tangible Personal Property, fill in the TPP #. (Tangible Personal Property is everything other than real estate that is used in a business or rental property. Examples include computers, furniture, equipment, and machinery.)
- b) Choose the Property Type from the dropdown box.

5) Petition and Administration

- a) Choose the reason for the petition from the dropdown box.
- b) If the petition is in regard to an exemption, select the Type from the dropdown box.
- c) If the petition is in regard to a tax deferral or penalty, select the Type from the dropdown box.
- d) Fill in the estimated time you will need to present your evidence. Most hearings take 15 minutes. The VAB is not bound by the requested time. For multiple parcels, provide the time needed for the entire group.
- e) Fill in any dates and times (other than legal holidays) that you will be unable to attend.
- f) Check the box, "Will Not Attend?" if you want to have your evidence considered without attending the hearing. *Note:* If you do not appear by the commencement of a scheduled hearing and you did not check this box 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.
- g) Check the box, "Electronic Communication?" if you agree to receive all notices electronically.

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.