



# 2014

Updated on May 27, 2014

## VALUE ADJUSTMENT BOARD

# ONLINE PETITION FILING TUTORIAL

### CONTACT INFORMATION

Value Adjustment Board  
Post Office Box 38  
Orlando, FL 32802-0038

Or

109 E Church Street, Suite 450,  
4th Floor  
Orlando, FL 32801

Phone: 407-836-5447

Fax: 407-836-5382

Email: [vab@occompt.com](mailto:vab@occompt.com)

Web: [www.occompt.com](http://www.occompt.com)

Welcome!

Your Value Adjustment Board (VAB) petition may now be filed online from the convenience of your home or your local public library. All you will need is access to the Internet and about 10 minutes of your time. If you don't have access to the Internet, you may visit the Clerk of the VAB Office and file your petition online there; or contact the Clerk of the VAB to request a petition form be mailed to you directly.

## **GETTING STARTED**

Log on to <http://vab.occompt.com/2014/> and click on "...File a New Petition".



**FILE A NEW PETITION**

A taxpayer may file a petition with the Value Adjustment Board for the following reasons:

1. The taxpayer objects to the Property Appraiser's value assessment of the taxpayer's real or personal property.
2. The taxpayer's application for any of the following exemptions or special use classifications is denied:
  - a. homestead exemption
  - b. any other tax exemption as provided by [Chapter 196, Florida Statutes](#) or
  - c. any special use classification as provided by [Chapter 193, Florida Statutes](#).

[Click to Begin Filing A Petition Now](#)

Read over the "Welcome to the Axia Petition Wizard" page. This information is designed to give a brief overview of how the online petition filing process works and also provides helpful tips, which may help you in filing your petition. Once you finish reading this information, click on "[I Agree and Wish to Continue.](#)"



## **FILE YOUR PETITION**

**You are now ready to file your petition!**

### **Step #1**

In order to begin filing, enter the property owner's last name followed by first name. As you begin typing, several other names will appear. Just move your cursor to 'click' on the correct owner. Once you have taken this step, most of the petition is completed for you! Review the information to ensure you have selected the correct property.

You may chose to enter the parcel id number **with the dashes**. As you begin entering the parcel id, property names will pop up directly below. When you see the property owner's name, click on that name.

**NOTE:** If the property owner's name does not appear, please double check your entry of the parcel id number for accuracy. If it is correct, it could be that the parcel is new and the Property Appraiser has not finalized the data on the parcel. Complete the parcel number and proceed to the next step.

**PETITION(S) TO THE VALUE ADJUSTMENT BOARD REQUEST FOR HEARING**  
 Fill out all Required Fields (\*)

Owner's Name: \*  You may begin by typing your last name followed by first name as shown.

Parcel Number: \*

Property Address:

Property City:

Property State:

Property Zip:

Choose the type of property.

**Step #2**

The remaining fields contain information needed for various mailings to you. It is very important that you ensure your mailing address is correct. If you are a licensed agent, you must include your professional license number. If you are acting on behalf of a property owner, and are not an immediate family member, you are required to submit a **Letter of Authorization**. We will also need a day time phone number where you may be reached. An email address is needed to complete the petition online. If you do not have an email address you can create a free email account at [www.yahoo.com](http://www.yahoo.com) or [www.gmail.com](http://www.gmail.com) or you can use the VAB generic email address – [petition@occompt.com](mailto:petition@occompt.com). Please let us know your contact preference. Would you prefer we contact you by U.S. mail, email or fax?

Petitioner Type:  Are you a Taxpayer or an Agent:  Prof license #

Petitioner's Name: \*

Mailing Address1: \*

Mailing Address2:

Mailing City: \*

Mailing State: \*

Mailing Zip: \*

Phone: \*

Phone (other):

Fax:

E-Mail: \*

Confirm E-Mail: \*

If possible, I prefer to receive information by:

Enter your daytime phone number, email address and contact preference.

### Step #3

Click on the correct box to select your appeal. If you are filing for denial of exemption, please select from the drop down box the exemption type. If you are filing a portability petition, move on to the portability section underneath this section. Note: Selecting multiple boxes will result in multiple petitions and increase filing fee per petition.

(Check all that apply - a separate DR-486 will be generated for each selection)

I wish to appeal my:

- Real property value
- Denial of classification
- Parent/grandparent reduction
- Denial of exemption. Select Type:
- Denial for late filing of exemption or classification. Include a date stamped copy of application.
- Tangible personal property value. A return required by s.193.052 must have been filed (S.194.034, F.S.)

I want to file a Portability Petition

(Check all that apply - a separate DR-486PORT will be generated for each selection)

Portability:

- I was denied the transfer of the assessment difference from my previous homestead to my new homestead and I want to appeal that denial.
- I want to appeal the assessment difference amount calculated by the property appraiser for transfer to my new homestead. I believe the homestead assessment difference that should be transferred is
- I did not file the assessment difference transfer on time.

My petition appeals the actions of the property appraiser in the previous county

Previous Property Parcel ID: \*

Previous Property Address: \*

Previous Property County: \*

### Step 4

Let us know how much time you think you will need to present your evidence to the Special Magistrate. Also, indicate any dates when you are not available for a VAB hearing.

Time Needed:\*

How much time do you think you need to present your case to the Board?

Indicate any dates you would not be available for a VAB hearing.

May 2014 - July 2014																								
May							June							July										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7				
25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21				
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4				
22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12				
29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18				
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26				
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2				
20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9				
27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16				
4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7				
25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14				
31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20				

Property Record Card:  Check the box below if you would like a copy of the real property record card or tangible property worksheet.

Will Not Attend Hearing:  Check the box below if you will not attend the hearing but would like your evidence considered. In this instance only, you must submit duplicate copies of your evidence to the value adjustment board clerk. Florida law allows the property appraiser to cross examine or object to your evidence. The VAB special magistrate ruling will occur under the same statutory guidelines as if you were present.

Indicate whether or not you would like a copy of the property record card, or tangible property worksheet, and if you will not attend the hearing.

## Step 5

You are now ready to electronically sign your petition. Once you have finished filling out your petition, you must click on the “Submit” button on the bottom of the page.


**PERJURY STATEMENT**

Under penalties of perjury, I declare that I have read the foregoing petition and that the facts stated in it are true. If I am signing and filing this petition as an agent of the taxpayer/owner, I further certify that I am duly authorized to do so.

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Perjury Statement: \*      By Checking the box below, I hereby agree to the above statements:

Petitioner Name: \*      Enter your name below.

Signed By: \*       

**Submit**

## Step 6

Once you have clicked on submit, the following payment screen will appear. You are now ready to submit payment for the filing fee. If you have any questions, please contact the VAB Clerk at (407)-836-5447. Please note that your petition is **NOT** considered filed until your payment has been received by the VAB Clerk ([Section 194.013\(3\), Florida Statutes](#))



**Orange County Comptroller**  
201 South Rosalind Avenue  
Post Office Box 38  
Orlando, Florida 32802  
Telephone (407) 836-5447  
Fax (407) 836-5382  
Email [vab@occompt.com](mailto:vab@occompt.com)  
Orange County Comptroller



### Your Petitions





If you need to leave this page before finishing, you can go to the home page and log in with the following information to come back here:

**Transaction #: 3173**  
**Password: MKI7PP**

### IMPORTANT PAYMENT NOTICE

Your petition is **NOT** considered filed until your payment has been received by the Orange County Value Adjustment Board. Please make checks payable to **Orange County BCC** and mail to the Value Adjustment Board, P.O. Box 38, Orlando, FL 32802-0038 or overnight delivery to Value Adjustment Board, 201 South Rosalind Avenue, Fourth Floor, Orlando, FL 32801. Please be sure to note your **Transaction number** on your check.

**Important Note:** Should you need to step away and submit payment at a later time, you will need to write down your User ID and Password provided at the top of the page. Your User ID will be the same as the Transaction ID that is provided to you after completion of the online file.





<p><b>I'm ready to submit my petitions and send a check by mail.</b></p>  <p>If you are done adding petitions to this transaction and wish to submit the transaction to the VAB, please click here. <b>Please note this is for check by mail payments only.</b></p>  <p>Click Here</p>	<p><b>I'm ready to submit my petitions and want to pay by credit card.</b></p>  <p>If you are done adding petitions to this transaction and wish to submit the transaction to the VAB, please click here. <b>Please note this is for online credit card payments only.</b></p>  <p>Click Here</p>
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The following describes your options to submit:

I'm ready to Submit My Petition(s) and Send a Check by Mail – This option is for petitioners who are finished and want to send payment in by check or money order. Checks/Money Orders can be made payable to Orange County BCC and mailed to the Value Adjustment Board Office, P.O. Box 38, Orlando, FL 32802-0038. **Please be sure to write your User ID or Transaction Number on your check/money order. NOTE: PAYMENT MUST BE IN VAB CLERK'S OFFICE NO LATER THAN 5 P.M. ON SEPTEMBER 18, 2014** ([Section 194.013\(3\), Florida Statutes](#))

I'm ready to Submit My Petition(s) and Want to Pay by Credit Card – This option is for petitioners who are finished and want to pay by MasterCard or Visa online.

On this page, you will also see the following two options:

<p><b>Do you want to remove the petition(s) for a parcel from this list?</b></p>  <p>If you wish to remove any petitions from your transaction, please click on the checkbox located on the line of the parcel you want to remove, then click here.</p>  <p>Click Here</p>	<p><b>Do you want to add a petition for another parcel?</b></p>  <p>If you wish to add another petition to your transaction, please click here.</p>  <p>Click Here</p>
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Do You Want To Remove a Petition From This List? - This option is for a petitioner who has filed a petition in error and would like to remove it from their list of pending petitions.

Do You Want To Add Another Petition? – This option is for a petitioner who wishes to file more than one petition and would like to add another petition to the list of pending petitions. For example, if you are filing a petition for more than one parcel, you may file the additional petition(s) here.

You will receive a confirmation email shortly after completing your online petition with your transaction # and password.

If at any time, you would like to track the status of your petition, you may log on to <http://vab.occompt.com/2014/> and then enter your Transaction # and Password and click on Log In. You will then view many items including your petition, hearing dates, the Special Magistrate's recommendation and final decision letters. Let this feature help you track the progress of your petition!

## CHECK PETITION STATUS

Transaction #:  Password:

[Forgot your password?](#)

***You are finished! Congratulations!***

If you have any questions, concerns, or have experienced any challenges while filing your petition online, please feel free to contact the Clerk of the VAB by dialing (407)-836-5447 or emailing the VAB clerk at [yab@occompt.com](mailto:yab@occompt.com).

Lisa Frazier, VAB Coordinator