

ORANGE COUNTY VALUE ADJUSTMENT BOARD (VAB) LETTER OF AUTHORIZATION GUIDELINES

A petition to the VAB must be signed by the taxpayer, a licensed agent, or include written authorization from the taxpayer. When providing written authorization from the taxpayer, please provide the following information in the letter to the VAB Clerk.

- Petition number and/or Transaction number (if you are providing this authorization at the time of petition submittal, a petition or transaction number will not yet be assigned).
- Parcel ID number(s)
- Tangible Personal Property (TPP) account number(s)
- Physical property address
- Name of authorized person and a statement that this person is authorized to act on behalf of the taxpayer as agent and given full permission to represent the taxpayer in filing petition(s) and attending hearings.
- A statement that this authorization will remain in effect until the end of the VAB cycle.
- Valid email or mailing address for all notices concerning this petition. All correspondence will be sent according to the method indicated on the petition form.
- Taxpayer's printed name, telephone number, and email address (if available)
- signature

Letters of Authorization may be submitted to the VAB Clerk via email (vab@occompt.com), fax (407-836-5382), U.S. mail (Clerk of the VAB, P.O. Box 38, Orlando, FL 32802), or hand delivered to Orange County Administration Center Building, 201 S. Rosalind Avenue 4th Floor, Orlando.

IMPORTANT – UPON RECEIPT OF THE LETTER OF AUTHORIZATION, THE PETITION WILL BE SCHEDULED FOR A HEARING.