

EVIDENCE SUBMITTAL INFORMATION

◆ How may I submit evidence to the Property Appraiser?

There are four options available to you. **Option # 1** is the **preferred method**. Refer to Evidence Submittal Instructions for how to upload evidence.

1. Upload evidence as a PDF image by logging in to the petition through the Orange County Comptroller's Website <https://vab.occompt.com/2016/>. **Note:** If you would like to participate in the evidence exchange with the Property Appraiser, your written request should appear as the first page of the upload.
2. Email to ocpavab@ocpaf.org.
3. Mail to VAB Evidence, 200 South Orange Avenue, Suite 1700, Orlando, FL 32801-3438.
4. Fax to 407-836-5069, Attention: VAB Evidence

If you are submitting multiple petitions for adjacent or related properties and the same evidence applies to all those petitions, separate, duplicate copies of all evidence must be submitted for EACH petition FILED.

◆ What is evidence?

Evidence is physical documentation supporting your petition (e.g., written statements, comparable sales information, income and financial statements, appraisal reports, photographs, etc.). [Section 193.011, Florida Statutes](#), lists the criteria the Property Appraiser must use in determining your just market value.

Any evidence presented to the Special Magistrate for consideration at the hearing becomes public record. Pursuant to [Section 119.0714, Florida Statutes](#), addresses and telephone numbers of persons whose privacy is protected by the public records law will be redacted IF the petitioner notifies the VAB Deputy Clerk of that right. Prior to submitting your evidence, thoroughly review all information to ensure social security or federal identification numbers have been redacted.

◆ When and to whom must evidence be submitted?

Pursuant to [Section 194.011\(4\)\(a\), Florida Statutes](#), one copy of all evidence to be considered during your VAB hearing must be submitted to the **Property Appraiser, by one of the means described above**, at least **15** days prior to the scheduled hearing date. Original documents and photographs are part of the hearing record and will not be returned to you.

NOTE: If the 15th day falls on a Saturday, Sunday, or legal holiday, then all evidence must be submitted on the previous business day. No exceptions will be made.

A second copy of all evidence to be considered during your VAB hearing must be provided to the Special Magistrate when you arrive at the hearing. Both evidence packets must be identical. Remember to bring a copy for yourself.

◆ How may I receive a copy of the Property Appraiser's evidence?

You may receive copies of evidence the Property Appraiser plans to use at your VAB hearing by requesting this information in writing when you submit your evidence to the Property Appraiser's Office. Pursuant to [Section 194.011\(4\)\(b\), Florida Statutes](#), you will receive, no less than **7** days prior to your hearing, a copy of the Property Appraiser's evidence.

NOTE: If you do not give the Property Appraiser your evidence *15 days prior* to your hearing, the Property Appraiser's Office is not required to provide you with its evidence.

Any evidence submitted becomes public record. Addresses and telephone numbers of persons whose privacy is protected by the public records law as specified in Section 119.0714, Florida Statutes, will be redacted IF the petitioner notifies the VAB Clerk of that right. Prior to uploading your evidence, thoroughly review all information to ensure confidential information (birth date, social security or federal identification numbers, etc.) have been redacted.