



# Instructions to Agents Regarding Utility Uploads

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**Purpose:** The Orange County Value Adjustment Board (VAB) offers licensed or authorized agents a petition-filing feature which will allow the option to file for contiguous or non-contiguous parcels or Tangible Personal Property (TPP) account numbers by providing a digital file to the VAB Clerk. This filing feature eliminates the need for multiple hard copy (paper) petitions, and will permit the VAB Clerk to upload the data file to provide increased efficiency and to ensure accuracy. In addition to the added benefits of convenience and speed, you may monitor the progress of your petition online.

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## A. Contiguous Parcels

1. Prior to filing a petition for contiguous parcels or account numbers, the taxpayer or agent must first submit to the Orange County Property Appraiser's Office (PAO) a list of parcels or accounts and corresponding values for review. Pursuant to [Section 194.011 \(3\)\(e\)\(f\), Florida Statutes](#), the PAO must make a determination of which of those developed parcels or accounts are substantially similar.
2. Please contact the PAO at 407-836-5044 or by sending an email to Kayla Marshall at [kmarshall@ocpaf.org](mailto:kmarshall@ocpaf.org). You will work directly with the PAO in order to receive its final determination.
3. Once the PAO has confirmed contiguous parcels or accounts, forward an email to [vab@occompt.com](mailto:vab@occompt.com) to state your intent to file, and attach the CSV (Comma Delimited) Excel spreadsheet which includes the Property Appraiser's approved contiguous parcel or account listing. The petition will not be accepted without the PAO's determination of contiguity sent electronically to the VAB clerk.
4. Please remember to submit a signed & dated [DR-486](#) petition form (hard copy) in which the appropriate box for a "joint petition" is selected in "Part 2. Reason for Petition" on the petition form. You must also attach the list of parcels sent electronically to the VAB Clerk. Form [DR 486MU – Attachment to Single Joint Petition for Multiple Units Filing](#) may be used for listing the parcel or account numbers.

## B. Non-Contiguous Parcels

1. Provide the VAB Clerk with a CSV (Comma Delimited) Excel spreadsheet containing parcel IDs or TPP account numbers (with the dashes included) for the Clerk to upload to Axia. The Clerk will accept a CSV data file for ten (10) or more parcels and/or TPP account numbers being filed.

**Note:** A separate CSV data file must be provided for each reason for filing a petition and property type. Ex.: Denial of Exemption and Residential 1-4 units, Real Property Value and Commercial etc.

2. Submit one CSV data file for every one hundred (100) parcels or TPP account numbers.

**Note:** In the body of the email, state the total number of CSV data files being submitted and the number of parcels or TPP account numbers per each data file.

3. Please remember to submit a signed & dated [DR-486](#) petition form (hard copy) for each reason for filing a petition and property type. You must also attach the list of parcels sent electronically to the VAB Clerk.

## C. Petition Filing Fees

1. As a reminder, the filing fee for a single joint petition is \$15.00 plus \$5 for each additional contiguous parcel included in the petition; e.g. the fee for 3 parcels on a single joint petition would be \$15.00 plus \$10.00 for a total of \$25.00.
2. There is a \$15 filing fee for non- contiguous parcels; e.g. the fee for 3 petitions would be \$45.00. All petitions and payments may be submitted in person, by mail, or by delivery service and should be either delivered or addressed as follows:

**U.S. Mail:** Orange County Value Adjustment Board, P.O. Box 38, Orlando, FL 32802-0038

**Courier Service:** Orange County Value Adjustment Board, Magnolia Place Building, 109 E. Church St., Suite 450, Orlando, FL 32801

**In Person:** Orange County Value Adjustment Board, Magnolia Place Building, 109 E. Church St., Suite 450, Orlando, FL 32801