

# Orange County Value Adjustment Board (VAB)

## Petition Filing Options

### **QUESTION WHAT IS THE EASIEST WAY FOR ME TO FILE MY PETITION?**

**ANSWER** We are encouraging taxpayers and/or their representatives to file online using the online petition portal <http://vab.occompt.com/2020/>.

For easy instructions, refer to the [2020 VAB Online Petition Filing Tutorial](#).

Upon filing your petition, you will be provided log in credentials to the portal. You will be able to view your record, in its entirety, and upload your evidence prior to your scheduled hearing per Florida Statutes.

If you are unable to file your petition online, you may do so using one of the methods below.

- **U.S. Mail:** Complete and sign petition form [DR-486](#), [DR-486PORT](#) and/or [DR-486H](#) and return, with payment, to Orange County Value Adjustment Board P.O. Box 38, Orlando, FL 32802-0038.
- **FedEx or UPS Delivery:** Complete and sign petition form [DR-486](#), [DR-486PORT](#) and/or [DR-486H](#) and return, with payment, to Orange County Value Adjustment Board 201 S. Rosalind Ave., 4<sup>th</sup> Floor Clerk's Office, Orlando, FL 32801.

### **QUESTION WHAT IF I NEED TO FILE 10 OR MORE PETITIONS?**

**ANSWER** Please provide the VAB Clerk with a CSV (Comma Delimited) excel spreadsheet containing the parcel IDs or tangible personal property (TPP) account numbers for the Clerk to upload to Axia. This will expedite petition entry and scheduling.

For easy instructions, refer to the [Instructions to Agents Regarding Utility Uploads](#).

### **QUESTION WHAT IF I NEED TO FILE A SINGLE JOINT PETITION FOR CONTIGUOUS PARCELS AND/OR ABATEMENT OF TAXES (DR-486H)?**

**ANSWER** Taxpayers and/or their representatives needing to file a single joint petition for contiguous parcels and/or Abatement of Taxes (DR-486H) MUST do so by U.S. mail, FedEx or UPS delivery.

Single joint petitions MUST be accompanied by a contiguous parcel determination from the Property Appraiser's Office (PAO) at the time of filing.

For easy instructions, refer to the [Instructions to Agents Regarding Utility Uploads](#).