

Orange County Value Adjustment Board (VAB)

The information below will help you submit your evidence supporting your petition. You may read more about evidence at [Section 194.011, Florida Statutes](#).

QUESTION WHERE DO I SUBMIT MY EVIDENCE AND WHEN DO I NEED TO DO IT?

ANSWER All evidence to be considered during your VAB hearing MUST be submitted to the **Property Appraiser**, at least **15** days prior to your scheduled hearing date.

If the 15th day falls on a Saturday, Sunday, or legal holiday, then all evidence must be submitted on the previous business day.

QUESTION WHAT IS THE EASIEST WAY FOR ME TO SUBMIT MY EVIDENCE TO THE PROPERTY APPRAISER?

ANSWER We have made it very easy for you to submit your evidence. Upload evidence as a PDF image by logging in to the online petition portal <https://vab.occompt.com/2020/>. You will find your log in ID and Password on your petition filing receipt.

For easy instructions, refer to [Instructions for Uploading Evidence](#).

If you have to, you can submit evidence using one of the methods below, however delays could affect the timeliness of your evidence submittal.

- Email to ocpavab@ocpafl.org
- Mail to VAB Evidence, 200 South Orange Avenue, Suite 1700, Orlando, FL 32801-3438
- Fax to 407-836-5069, Attention: VAB Evidence
- **For Commercial Evidence**, if you are not submitting evidence through the online petition portal:
 - Email to ocpavab@ocpafl.org
 - Fax to 407-836-5069, Attention: Commercial VAB Evidence
 - Mail to Commercial VAB Evidence, 200 South Orange Ave., Suite 1700, Orlando, FL 32801-3438
- **For TPP Evidence**, if you are not submitting evidence through the online petition portal:
 - Email to tpinfo@ocpafl.org
 - Fax to 407-836-5099, Attention: VAB Evidence
 - Mail to VAB Evidence, 200 South Orange Ave., Suite 1700, Orlando, FL 32801-3438

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

QUESTION HOW MAY I RECEIVE A COPY OF THE PROPERTY APPRAISER'S EVIDENCE BEFORE THE HEARING?

ANSWER If you want to see the Property Appraiser's evidence before your hearing, you **MUST** provide your evidence at least 15 days before the hearing **AND** you **MUST** request this information in writing. Your request should be included on the first page of your evidence submittal.

By uploading your evidence through the online portal, the Property Appraiser will do the same with its evidence. No less than **7** days prior to your hearing, a copy of the Property Appraiser's evidence will be available for viewing and downloading through the online portal.

QUESTION HOW DO I PROVIDE A COPY OF MY EVIDENCE TO THE VAB CLERK?

ANSWER If you are unable to upload your evidence to the online portal, and you are attending your VAB hearing virtually, an identical copy of the evidence provided to the Property Appraiser's Office must be received by the VAB Clerk no later than **2** full working days prior to the scheduled hearing date.

- Mail to Orange County Value Adjustment Board, P.O. Box 38, Orlando, FL 32802-0038
- FedEx / UPS Delivery to Orange County Value Adjustment Board, 201 S. Rosalind Avenue, 4th Floor, Orlando, FL 32801.

QUESTION HOW MAY I SUBMIT REBUTTAL EVIDENCE BEFORE THE HEARING?

ANSWER If you are attending your hearing virtually, rebuttal evidence must be received by the VAB Clerk no later than **2** full work days prior to the scheduled hearing date.

- Email to vab@occompt.com and copy ocpavab@occompt.com
- **For TPP Rebuttal Evidence**
 - Email to vab@occompt.com and copy tppinfo@ocpaf1.org