

Orange County Value Adjustment Board (VAB) 2023 Evidence Submittal Information

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 submittals, and exchange of evidence procedures, shall comply with Florida Statutes and the Florida Administrative Code. All evidence to be considered during the VAB hearing shall be submitted to the Property Appraiser's Office (PAO) at least 15 calendar days prior to the scheduled hearing date.

If the 15th day falls on a Saturday, Sunday, or legal holiday, then all evidence shall 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 to the PAO. The VAB will utilize the AXIA automated solution for collecting evidence. Upload evidence as a PDF image by logging in to the online petition portal <https://vab.occompt.com/2023/>. You will find your log in ID and Password on your petition filing receipt.

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

If unable to timely file evidence using Axia, petitioners may timely submit evidence using one of the methods provided by the PAO; however, delays could affect the timeliness of evidence submittals. No exceptions for late evidence submittals will be made, thus we urge you to file using the AXIA online portal.

- **For Residential Real Estate Evidence**, if you are not submitting evidence through the online petition portal:
 - Email to ResidentialVAB@ocpafl.org and vab@occompt.com
 - Fax to 407-836-5069, **Attention: Residential VAB Evidence**
 - Mail to **Residential VAB Evidence**, Orange County Property Appraiser, 200 South Orange Avenue, Suite 1700, Orlando, FL 32801-3438
- **For Commercial Real Estate Evidence**, if you are not submitting evidence through the online petition portal:
 - Email to CommercialVAB@ocpafl.org and vab@occompt.com
 - Fax to 407-836-5300, **Attention: Commercial Real Estate VAB Evidence**
 - Mail to **Commercial VAB Evidence**, Orange County Property Appraiser, 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 tppinfo@ocpafl.org and vab@occompt.com
 - Fax to 407-836-5099, **Attention: TPP VAB Evidence**
 - Mail to **TPP VAB Evidence**, Orange County Property Appraiser, 200 South Orange Ave., Suite 1700, Orlando, FL 32801-3438

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- **For Exemption Evidence**, if you are not submitting evidence through the online petition portal:
 - Email to ExemptionVAB@ocpafl.org and vab@occompt.com
 - Fax to 407-836-2788, **Attention: Exemption VAB Evidence**
 - Mail to **Exemption VAB Evidence**, Orange County Property Appraiser, 200 South Orange Avenue, Suite 1700, Orlando, FL 32801-3438

IMPORTANT - 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 Petitioners requesting to exchange evidence with the PAO prior to the scheduled hearing shall adhere to evidence submittal requirements by providing evidence at least 15 calendar days prior to the hearing and making the exchange request in writing. Such requests shall be included on the first page of evidence submittals.

QUESTION WHAT HAPPENS IF I AM ATTENDING THE HEARING VIRTUALLY AND I CAN'T UPLOAD EVIDENCE TO AXIA? 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 PAO shall be received by the VAB Clerk no later than one full business day 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 **one** full work day prior to the scheduled hearing date.

- **For Residential Real Estate Rebuttal Evidence**
Email to vab@occompt.com and copy ResidentialVAB@ocpafl.org
- **For Commercial Real Estate Rebuttal Evidence**
Email to vab@occompt.com and copy CommercialVAB@ocpafl.org
- **For TPP Rebuttal Evidence**
Email to vab@occompt.com and copy tppinfo@ocpafl.org
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