



# 2023 ONLINE PETITION FILING TUTORIAL

Orange County Value Adjustment Board

## **CONTACT INFORMATION**

Value Adjustment Board  
Post Office Box 38  
Orlando, FL 32802-0038

Or

109 E Church Street, Suite 450,  
4th Floor  
Orlando, FL 32801  
Phone: 407-836-5447  
Fax: 407-836-5382  
Email: [vab@occompt.com](mailto:vab@occompt.com)  
Web: [Comptroller VAB Webpage](#)

Welcome!

Your Value Adjustment Board (VAB) petition may be filed online from the convenience of your home or a public computer. All you will need is access to the Internet and about 10 minutes of your time. If you don't have access to the Internet, please contact the Clerk of the VAB office at [vab@occompt.com](mailto:vab@occompt.com) or (407) 836-5447 for additional options.

**Important Note: Only petitions for single parcels may be filed online.** Those with contiguous parcels must currently be filed by mail. (Refer to Local Administrative Procedures Section 1.E. Single-Joint Petitions (Contiguous Parcels) which can be found on our [VAB Webpage.](#))

## **GETTING STARTED**

Log on to [2023 Axia Web Portal](#) and click on “**Begin to Filing A Petition Now.**”



**+** **FILE A NEW PETITION**

1. The taxpayer objects to the Property Appraiser's value assessment of the taxpayer's real or personal property.
2. The taxpayer's application for any of the following exemptions or special use classifications is denied:
  - homestead exemption
  - any other tax exemption as provided by [Chapter 196, Florida Statutes](#) or
  - any special use classification as provided by [Chapter 193, Florida Statutes.](#)

[Click to Begin Filing A Petition Now](#)

Read over the “Welcome to the Axia Petition Wizard” page. This information is designed to give a brief overview of how the online petition filing process works and also provides helpful tips which may assist you in filing your petition. Once you finish reading this information, click on “I Agree and Wish to Continue.”



## **FILE YOUR PETITION**

**You are now ready to file your petition!**

### **Step #1**

In order to begin filing, enter the property owner's last name followed by first name. As you begin typing, several other names will appear. Just move your cursor to 'click' on the correct owner. Once you have taken this step, most of the petition is completed for you! Review the information to ensure you have selected the correct property.

As an alternative option, you may choose to enter the parcel ID or tangible personal property (TPP) account number, including dashes. As you begin entering the number, property names will pop up directly below. When you see the property owner's name, click on that name.

**NOTE:** If the property owner's name does not appear, please double check your entry of the number for accuracy. If it is correct, it could be that the parcel or account is new and the Property Appraiser has not finalized the data on the parcel or account. Please submit a completed, signed and dated hard copy DR486 petition form to the VAB Clerk.

**PETITION(S) TO THE VALUE ADJUSTMENT BOARD REQUEST FOR HEARING**  
Fill out all Required Fields (\*)

Type the Owner's Name below to perform a lookup:  
Owner's Name: \*   
Please check the Owner's Name that is auto-populated from the Property Appraiser's database. If it is not correct, you may enter a different name.

Type the Parcel Number for this property below to perform a lookup:  
Parcel Number: \*

What's this? This is how the property is identified by the Property Appraiser and can be searched at the Property Appraiser's website.

Property Address:   
Property City:   
Property State:   
Property Zip:

Choose the type of property.  
Residential units

**You may begin by typing your last name followed by first name as shown.**

## Step #2

The remaining fields contain information needed for various mailings to you. It is very important that you ensure your mailing and email address are correct. An email address is needed to complete the petition online. If you do not have an email address you can create a free email account at [Yahoo](#) or [Gmail](#). Please let us know your contact preference. By selecting email as your contact preference, you will receive communication from the VAB Clerk much faster than by U.S. Mail. There are times when matters are time sensitive.

If you are a licensed representative or attorney, you must include your professional license or bar number. A Letter of Authorization or Power of Attorney is required if you are an unlicensed representative acting on behalf of a property owner or you are not an employee of the property owner. We will also need a day time phone number where you may be reached.

Are you a Taxpayer or an Agent:

Petitioner Type: \*  Agent code:

Prof license #:

Petitioner's Name: \* SMITH CHESTER D, SMITH DARLA K

Mailing Address 1:\* 1395 SWEET LANE

Mailing Address 2

Mailing City:\* ORLANDO

Mailing State:\* FL

Mailing Zip/Postal Code:\* 32802

United States

Phone:\*

Phone (other):

Fax:

E-Mail:\*

Confirm E-Mail:\*

Contact Preference: \* If possible, I prefer to receive information by:

Select  
US mail  
e-mail  
fax  
check air mail

generated for

Enter your daytime  
- phone number  
- email address  
- contact preference

### Step #3

Click on the correct box to select your appeal. If you are filing for denial of exemption, please select the exemption type from the drop-down box. **If filing for denial for late filing of exemption or classification, be sure to upload the date stamped copy of your application to the Property Appraiser's Office (PAO).**

**NOTE:** Selecting multiple boxes will result in multiple petitions and increase the total filing fee.

I wish to appeal my:

(Check all that apply - a separate DR-486 will be generated for each selection)

Real Property Value

Property was NOT substantially complete on January 1

Denial of classification

Parent/grandparent reduction

Denial of exemption. Select Type:

Denial for late filing of exemption or classification. Include the date stamped copy of a  Office (PAO).

Tangible personal property value. (You must have timely filed a return required by s.1

Qualifying improvement (s. 193.1555(5), F.S.) or change of ownership or control (s. 19

Select  
Homestead  
Age 65 and older, low income  
Blind  
Disabled  
Disabled, total and permanent  
Disabled, low income, total and permanent  
Disabled veteran discount, 65 or older  
Disabled veteran, 10% or more disability  
Disabled veteran, confined to wheelchair  
Service-connected total and permanent disabili  
Charter school  
Child care facility, enterprise zone  
Conservation land, dedicated in perpetuity

If you sold your home and are filing for portability, move to the next section which provides the opportunity to file a portability petition. **Be sure to select the box 'I want to file a Portability Petition.'**

I want to file a Portability Petition:

(Check all that apply - a separate DR-486PORT will be generated for each selection)

Portability:

I was denied the transfer of the assessment difference from my previous homestead to my new homestead. I want to appeal that denial.

I want to appeal the assessment difference amount calculated by the property appraiser for transfer to my new homestead. I believe the homestead assessment difference that should be transferred is

I did not file the assessment difference transfer on time.

My petition appeals the actions of the property appraiser in the previous county

Previous Property Parcel ID: \*

Previous Property Address: \*

Previous Property County: \*

### Step #4

Complete Part 3 if you are the property owner representing yourself. Complete Part 4 if you are the property owner's employee, a licensed agent, or an attorney. Please note, all licensed representatives must include their professional license or bar number. Complete Part 5 if you are an authorized unlicensed representative. Pursuant to [Section 194.011, Florida Statutes](#), please upload a valid written Letter of Authorization or Power of Attorney from the property owner.

**Taxpayer:**

**Professional:**

**Unlicensed Representative:**

**PART 3 of DR486 and DR486Port. Taxpayer Signature**

Complete PART 3 if you are representing yourself or if you are authorizing a completed power of attorney authorization for representation to this form. Written authorization from the taxpayer is required for access to confidential information.

I authorize the person I appointed in PART 5 to have access to any confidential information. Under penalties of perjury, I declare that I am the owner of the property described in the facts stated in it are true.

Tax Payer Name:

**PART 4 of DR486 and DR486Port. Employee, Attorney, or Licensed Professional Signature**

Complete PART 4 if you are the taxpayer's or an affiliated entity's employee, attorney, or licensed professional.

I am (check any box that applies):

An employee of

A Florida Bar licensed attorney (Florida Bar Number )

A Florida real estate appraiser licensed under Chapter 475, Florida Statutes

A Florida real estate broker licensed under Chapter 475, Florida Statutes

A Florida certified public accountant licensed under Chapter 473, Florida Statutes

I understand that written authorization from the taxpayer is required for access to confidential information for tax collector.

Under penalties of perjury, I certify that I have authorization to file this petition and become the owner's authorized agent for purposes of filing this petition and of becoming a tax collector, and that I have read this petition and the facts stated in it.

Professional Name:

Select one PDF file to upload as the legal document representing the taxpayer's authorization.

**PART 5 of DR486 and DR486Port. Unlicensed Representative Signature**

Complete PART 5 if you are an authorized representative not listed in PART 3 or PART 4.

I am a compensated representative not acting as one of the licensed representatives listed in PART 4 (check one)

Attached is a power of attorney that conforms to the requirements of s. 194.011(3)(h), Florida Statutes, and that the taxpayer's authorized signature OR  The taxpayer's authorized signature is in the attached document.

I am an uncompensated representative filing this petition AND (check one)

The taxpayer's authorization is attached OR  The taxpayer's authorized signature is in the attached document.

I understand that written authorization from the taxpayer is required for access to confidential information for tax collector.

Under penalties of perjury, I declare that I am the owner's authorized agent for purposes of filing this petition and of becoming a tax collector, and that I have read this petition and the facts stated in it.

Unlicensed Representative Name:

### Step #5

Let us know how much time you think you will need to present your evidence to the Special Magistrate. Also, indicate any dates when you are **not available** for a VAB hearing. You can move between months by clicking on the arrows.

Time Needed:\*

How much time do you think you need to present your case to the Board?

Indicate any dates you would not be available for a VAB hearing.

August 2015 - October 2015																																	
August							September							October																			
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S													
31	26	27	28	29	30	31	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24					
32	2	3	4	5	6	7	10	11	12	13	14	15	16	17	18	19	22	23	24	25	26	27	28	29	30	31	1	2	3				
33	9	10	11	12	13	14	17	18	19	20	21	22	23	24	25	26	29	30	1	2	3	4	5	6	7	8	9	10					
34	16	17	18	19	20	21	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17		
35	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
36	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Not Available:

Let us know of any dates that you will be UNAVAILABLE to attend a hearing.

Indicate by checking the box if you will not attend the hearing. Please note, you do not have to select dates you would not be available for a VAB hearing if you plan on not attending the hearing.

Will Not Attend Hearing:

Check the box below if you will not attend the hearing but would like your evidence considered. To duplicate copies of your evidence to the value adjustment board clerk. Florida law allows the... to your evidence. The VAB special magistrate ruling will occur under the same statutory guidelines.

### Step #6

You are now ready to electronically sign your petition. Once you have finished filling out your petition, you must click on the "Submit" button on the bottom of the page.

**PERJURY STATEMENT**

Under penalties of perjury, I declare that I have read the foregoing petition and that the facts stated in it are true. If I am signing and filing this petition as an agent of the taxpayer/owner, I further certify that I am duly authorized to do so.

Perjury Statement:\*

By Checking the box below, I hereby agree to the above statements:

Petitioner's Name: \*

Signed Date:\*

(e.g. mm/dd/yyyy)

### Step #7

Once you have clicked on submit, the following payment screen will appear. You are now ready to submit payment for the filing fee. If you have any questions or concerns, please contact the VAB Clerk at [vab@occompt.com](mailto:vab@occompt.com) or (407) 836-5447. Pursuant to [Section 194.013, Florida Statutes](#), your petition is **NOT** considered filed until your payment has been received by the VAB Clerk.

**Important Note:** Should you need to step away and submit payment at a later time, you will need to write down your Transaction Number and Password provided at the top of the page. Your User ID will be the same as the Transaction Number provided to you in the top left corner of the payment notice screen.



**Orange County Comptroller**  
201 South Rosalind Avenue  
Post Office Box 38  
Orlando, Florida 32802  
Telephone (407) 836-5447  
Fax (407) 836-5382  
Email [vab@occompt.com](mailto:vab@occompt.com)  
Orange County Comptroller



### Your Petitions

If you need to leave this page before finishing, you can go to the home page and log in with the following information to come back here:

**Transaction #: 3173**  
**Password: MKI7PP**

### IMPORTANT PAYMENT NOTICE

Your petition is **NOT** considered filed until your payment has been received by the Orange County Value Adjustment Board. Please make checks payable to **Orange County BCC** and mail to the Value Adjustment Board, P.O. Box 38, Orlando, FL 32802-0038 or overnight delivery to Value Adjustment Board, 201 South Rosalind Avenue, Fourth Floor, Orlando, FL 32801. Please be sure to note your **Transaction number** on your check.

The following describes your options to submit:

#### I'm ready to submit my petitions and send a check by mail.



If you are done adding petitions to this transaction and wish to submit the transaction to the VAB, please click here.

**Please note this is for check by mail payments only.**



Click Here

#### I'm ready to submit my petitions and want to pay by credit card.



If you are done adding petitions to this transaction and wish to submit the transaction to the VAB, please click here. **Please note this is for online credit card payments only.**



Click Here

**I'm ready to Submit My Petition(s) and Send a Check by Mail** – This option is for petitioners who are finished and want to send payment in by check or money order. Checks/Money Orders can be made payable to Orange County BCC and mailed to the Value Adjustment Board Office, P.O. Box 38, Orlando, FL 32802-0038. **Please be sure to write your User ID or Transaction Number on your check/money order. NOTE: Pursuant to [SECTION 194.013, FLORIDA STATUTES](#), PAYMENT IS DUE AT THE TIME OF PETITION FILING. PAYMENT MUST BE IN VAB CLERK'S OFFICE NO LATER THAN 5 P.M. ON THE PETITION FILING DEADLINE DATE. AT THIS TIME, WE ANTICIPATE THE 2023 FILING DEADLINE TO BE SEPTEMBER 18, 2023. PLEASE MONITOR OUR [VAB WEBPAGE](#) FOR UPDATES.**

**I'm ready to Submit My Petition(s) and Want to Pay by Credit Card** – This option is for petitioners who are finished and want to pay by MasterCard or Visa online.

On this page, you will also see the following two options:

#### Do you want to remove the petition(s) for a parcel from this list?



If you wish to remove any petitions from your transaction, please click on the checkbox located on the line of the parcel you want to remove, then click here.



Click Here

#### Do you want to add a petition for another parcel?



If you wish to add another petition to your transaction, please click here.



Click Here

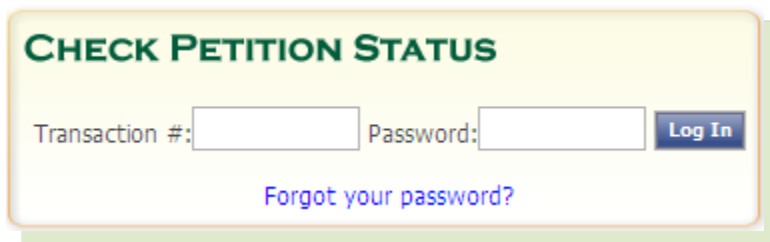
Do You Want To Remove a Petition From This List? – This option is for a petitioner who has filed a petition in error and would like to remove it from their list of pending petitions.

Do You Want To Add Another Petition? – This option is for a petitioner who wishes to file more than one petition and would like to add another petition to the list of pending petitions. For example, if you are filing a petition for more than one parcel or for more than one appeal reason, you may file the additional petition(s) here.

**Important Note:** A petitioner does not have the ability to file contiguous parcels by selecting this option. You may file a joint petition by submitting a completed, signed and dated hard copy DR-486 petition form along with a contiguous parcel determination provided to the petitioner by the PAO. Please refer to the [VAB Webpage](#) regarding filing a joint petition for more information.

You will receive a confirmation email shortly after completing your online petition with your Transaction Number and Password.

If, at any time, you would like to track the status of your petition, you may log on to [2023 Axia Web Portal](#), enter your Transaction Number and Password under “Check Petition Status,” and then click on “Log In.” You will then view many items including your petition, hearing date(s), the Special Magistrate’s recommendation and final decision letters. Let this feature help you track the progress of your petition!



**CHECK PETITION STATUS**

Transaction #:  Password:

[Forgot your password?](#)

***You are finished! Congratulations!***

If you have any questions, concerns, or have experienced any challenges while filing your petition online, please feel free to contact the VAB Clerk at [vab@occompt.com](mailto:vab@occompt.com) or (407) 836-5447.