

## Petition Information

There is a \$15.00 non-refundable filing fee charged for each petition filed with the Value Adjustment Board relating to real or personal property.

Each petition, along with the \$15.00 filing fee made out to the Clerk of the Court, **must be filed** with the Clerk of the Value Adjustment Board at the address shown **below by 5:00 p.m., Monday, September 12, 2016.**

**If you are representing anyone other than yourself and you wish to allow confidential tax information to be disclosed to your agent, a written authorization must be attached to the petition at the time of filing.**

Hearings on the petitions filed are tentatively scheduled for October 27, 2016. You will be notified of the time and date to attend.

You must provide the Property Appraiser a list of evidence with a copy of the documentation to be presented at the hearing at least 15 days before the hearing. [Section 194.011\(4\)\(a\), Florida Statutes \(2008\)](#). Bring your original evidence to the hearing for it to be considered by the magistrate, plus two copies. The original is retained by the Clerk's office for the record; one copy is retained by the magistrate. You should also keep a copy for yourself. The second copy is for the Property Appraiser, if you have not already provided a copy or for yourself to use during the hearing. The evidence you provide to the Property Appraiser does not get filed with the Clerk's office. Do not submit your evidence to the Clerk's office as it cannot be reviewed or considered in advance of the hearing. Failure to do so may prevent you from submitting this evidence at the hearing.

If you initiate an evidence exchange by sending your evidence to the Property Appraiser 15 days before the hearing, and if you request it in writing, the Property Appraiser shall provide you with a list and summary of evidence with copies of documentation to be presented at the hearing no later than 7 calendar days before the hearing. The evidence list must contain the property record card if you requested it.

The Dept of Revenue Uniform Procedures required by Florida Administrative Code Chapters 12D-9 and 12D-10 are available by request through the address/telephone number below, on the Clerk's Website at [www.alachuacounty.us/Depts/clerk/vab](http://www.alachuacounty.us/Depts/clerk/vab) and the Dept of Revenue website at <http://dor.myflorida.com/dor/property/>.

Direct questions to: Deanne Williams, Deputy Clerk, phone: 352-374-3605, fax: 352-374-5265, e-mail: [dmw@alachuaclerk.org](mailto:dmw@alachuaclerk.org).

### Mailing Address:

J.K. Irby, Clerk  
Attn: Value Adjustment Board  
201 East University Ave  
Gainesville, FL 32601

### Delivery Address:

Office of the Clerk  
Attn: Value Adjustment Board  
County Administration Building,  
12 SE 1st Street, Fourth Floor  
Gainesville, FL 32601