

2025 Special Magistrate Application
Value Adjustment Board
Alachua County, Florida

Please type or print. If more space is needed, you may attach additional sheets. Answer each question. If the response is “none” or “not applicable,” so indicate in the space provided.

1. Name:	Tax ID#:
Home Address:	Home phone:
Business Address:	Business phone:
Cell Phone:	Fax:
Email:	

2. Select all Special Magistrate positions for which you are applying:

<input type="checkbox"/> Attorney – Exemptions and Classifications	<input type="checkbox"/> Tangible Personal
<input type="checkbox"/> Real Estate-Commercial	<input type="checkbox"/> Real Estate-Residential

3. Specify the hourly rate and minimum hours requested:

Hourly rate for attending hearings	\$
Hourly rate for research & petition review	\$
Minimum hour requirement	

4. Are you an elected or appointed official or employee of Alachua County or of a taxing jurisdiction or of the State?

5. Do you intend to represent anyone before the board in any administrative review of property taxes?

6. If you are currently a licensed Florida attorney, Florida real estate broker, or a certified or licensed Florida real estate appraiser pursuant to ch. 475, Florida Statutes, for each designation please provide:

Designation:		
License or certificate number:		
Date licensed or certified:		

and *provide a copy of the license or certification.*

7. List each instance you have been fined, reprimanded, placed on probation, disciplined, or otherwise prevented from conducting broker or appraisal services by the Florida Real Estate Commission, the Florida Real Estate Appraisal Board, or the Florida Bar.

8. List each organization recognized by the real estate or tangible property appraisal industry or the professionals in that field in which you currently or have previously been designated a member and *provide documentation to verify each designation.*

Organization	Designation	Date Received	Membership number

9. List any experience you have in appraising the following property types (inc. no. of years):

Residential Real Property:	
Commercial Real Property:	
Tangible Property:	
Exemptions:	

10. If you have previously served as a special magistrate, please provide:

County	Date(s) served

11. If applicable, please explain why you no longer serve as a special magistrate in the above counties:

12. List any debarment, suspension or other disciplinary action which you have received from any of the organizations listed in this application. List each instance in which you have been dismissed, terminated or denied appointment as a special magistrate for poor or improper performance.

13. List any personal or business relationship you have ever had with any officer or employee of the Alachua County Property Appraiser's Office or the Alachua County Value Adjustment Board. Board members can be viewed at <http://www.alachuacounty.us/Depts/Clerk/VAB/Pages/BoardMembers.aspx>.

14. List any additional information which qualifies you to serve as a special magistrate for the Value Adjustment Board.

15. List computer skills and years of experience.

16. Please provide a writing sample. This sample may consist of any opinion, letter, or other writing that contains one to two pages of original material.

17. Provide a copy of the certificate indicating you have completed the Department of Revenue VAB training program.

The undersigned certifies that the information in this application is true and complete as of the date signed and authorizes the Value Adjustment Board to obtain information from other sources to verify each item contained herein.

Signature of applicant

Date