



JOSEPH ABRUZZO
CLERK OF THE CIRCUIT COURT & COMPTROLLER
PALM BEACH COUNTY

ONLINE PETITION FILING TUTORIAL

Palm Beach County Value Adjustment Board

GETTING STARTED

Log on to and click on “File a New Petition:



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 the “Welcome to Axia Petition Wizard.” This will give you a brief overview of how the online petition filing process works and will provide you with helpful tips that will aide you in filing your petition. Once you have finished reading this information click on “I AGREE AND WISH TO CONTINUE.”


I AGREE AND WISH TO CONTINUE

It’s now time to file your petition.

Step 1.

This section requires the [property owner's](#) name and property information.

- Property owner’s name – enter last followed by first name. You will notice that as you enter the name, options start to appear. Move your cursor over the applicable name and ‘click’ to select. Remember - This field is for the name of the property owner only.
- After you have selected the correct name, the rest of the information should auto populate for you.
- Review the information for accuracy.

Note: you may also choose to enter the parcel ID or tangible personal property (TPP) account number. You will also notice that as you enter the numbers, a selection of property owners’ names will start to auto populate, this gives you the option to hover and select the correct property owner’s name.

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

Owner's Name:*	Type the Owner's Name below to perform a lookup: DOE JOHN <small>Please check the Owner's Name that is auto-populated from the Property Appraiser's records. If the name is not correct, you can manually change it in the text box above.</small>
Parcel Number:*	Type the Parcel Number for this property below to perform a lookup: 0000000000000000 <small>What's this? This is how the property is identified by the Property Appraiser and can be searched at their website to find this.</small>
Property Address:*	1234 EXAMPLE ST
Property City:*	BELLE GLADE
Property State:*	FL
Property Zip:*	33430
Property Type: *	Choose the type of property: Res. 1-4 units

Select what type of petition you would like to file.

Tip: A single homeowner - select Res. 1-4 units. If this does not apply to you, then review the dropdown and select the appropriate property type.

Note: If the property owner's name does not appear and all the information entered is correct. Please contact the Property Appraiser's office at 561-355-3230.

Step 2.

This section specifically pertains to petitioner's information that will be used to send notices and decision forms to the applicable party.

Note: As a representative or agent filer, this is where your name, mailing address, telephone number and email address would be required. (Review for correct spelling and accuracy of the email address)

Contact preference – this is important as we will send your notices to your preference. If you select email, kindly save VAB@mypalmbeachclerk.com to your contacts to avoid emails going to your Spam folder.

Are you a Taxpayer or an Agent:
 Taxpayer Agent code:
 Prof license #:

Petitioner Type: *

Petitioner's Name: *

Mailing Address 1: *

Mailing Address 2

Mailing City: *

Mailing State: *

Mailing Zip/Postal Code: *

Country: *

Phone: *

Phone 2:

Fax:

E-Mail(s): *

Confirm E-Mail(s): *

Contact:
 Select
 US mail
 e-mail
 fax

Select one

Step 3.

Select the applicable **Appeal Type**.

Note: Selecting multiple boxes will result in multiple petitions and may increase the total filing fee.

- Select at least one option that is applicable to your appeal.

Note: The Decrease **or** Increase box should be selected if you are seeking to decrease **or** increase your **market value**.

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

Real Property Value Decrease Increase

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 application provided by Property Appraiser's Office (PAO).

No file chosen

Tangible personal property value. (You must have timely filed a return required by s.193.052. (s.194.034, F.S.))

Qualifying improvement (s. 193.1555(5), F.S.) or change of ownership or control (s. 193.155(3), 193.1554(5), or 193.1555(5), F.S.)

Refund for Catastrophic Tax Refund using form DR465 or DR5001.

No file chosen

I wish to appeal my:

- Denial of late filing of exemption or classification – **upload a copy of your application (pdf format only) from the Property Appraiser’s Office with their date stamp.**

Portability – If you sold your home and are filing for portability, move to the next section for the Portability selection. Note: you must select the box ‘I want to file a Portability Petition.’

Step 4.

Part 3. – To be filled out by Property owner only. If the ownership is registered as a business, please Do Not enter the Business name as the Tax Payer Name. **The Tax Payer name** should only be a person’s name **not** a business or LLC.

Part 4. - To be completed if any of the below applies to you and your connection to the property owner. Upload the Legal document representing the Professional's authorized signature.

- employee of the property owner
- Florida licensed real estate appraiser or broker with a professional license number.
- Florida Bar licensed Attorney with valid Bar number.
- Florida certified public accountant with valid license number.

Professional:

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 or you are one of the following licensed representatives.

I am (check any box that applies):

- An employee of _____ (taxpayer or an affiliated entity).
- A Florida Bar licensed attorney (Florida Bar Number _____).
- A Florida real estate appraiser licensed under Chapter 475, Florida Statutes (license number _____).
- A Florida real estate broker licensed under Chapter 475, Florida Statutes (license number _____).
- A Florida certified public accountant licensed under Chapter 473, Florida Statutes (license number _____).

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

Under penalties of perjury, I certify that I have authorization to file this petition on the taxpayer's behalf, and I declare that I am the owner's authorized agent for purposes of filing this petition and of becoming an agent for service of process under s.194.911(3)(h), Florida Statutes, and that I have read this petition and the facts stated in it are true.

Professional Name: _____

Select one PDF file to upload as the legal document representing the Professional's authorized signature:

Choose File No file chosen

Upload file Remove

Part 5. - To be completed by an 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, with the property owners telephone contact.**

Unlicensed Representative:

PART 5 of DR486 and DR486Port. Unlicensed Representative Signature

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

- I am a compensated representative not acting as one of the licensed representatives or employees listed in PART 4 above AND (check one)
 - Attached is a power of attorney that conforms to the requirements of Part II of Chapter 709, F.S. executed with the taxpayer's authorized signature OR The taxpayer's authorized signature is in PART 3 of this form.
- 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 PART 3 of this form.

I understand that written authorization from the taxpayer is required for access to confidential information from the property appraiser or 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 an agent for service of process under s. 194.011(3)(h), Florida Statutes, and that I have read this petition and the facts stated in it are true.

Unlicensed Representative Name: _____

Select one PDF file to upload as the legal document representing the power of attorney.

Choose File No file chosen

Upload file Remove

This field is for you to select the time you think you would need to present your case at the hearing. Click on the dropdown arrow and make your selection. Note: Hearings are typically scheduled for 30 minutes.

Note: All hearings are held telephonically, our VAB Clerk will call the petitioner using the telephone number provided. If you wish to attend in person, please notify the VAB 1-2 days in advance at VAB@mypalmbeachclerk.com. List your petition number and that you intend to be at the hearing in person.

Time Needed:**

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

Select

- Select
- 0 mins
- 5 mins
- 15 mins
- 30 mins
- 1 hour
- 2 hours
- 3 hours

Not Available Dates.

This field allows you to let the VAB know any date(s) you will **NOT** be available for your hearing(s). The VAB will do its best to make this accommodation and will contact you should any conflict arise in doing so. Hearings start in October.

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

April 2023 - June 2023

April							May							June									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
13	26	27	28	29	30	31	1	18	30	1	2	3	4	5	6	22	28	29	30	31	1	2	3
14	2	3	4	5	6	7	8	19	7	8	9	10	11	12	13	23	4	5	6	7	8	9	10
15	9	10	11	12	13	14	15	20	14	15	16	17	18	19	20	24	11	12	13	14	15	16	17
16	16	17	18	19	20	21	22	21	21	22	23	24	25	26	27	25	18	19	20	21	22	23	24
17	23	24	25	26	27	28	29	22	28	29	30	31	1	2	3	26	25	26	27	28	29	30	1
18	30	1	2	3	4	5	6	23	4	5	6	7	8	9	10	27	2	3	4	5	6	7	8

Not Available: 4/14/2023, 5/16/2023, 5/17/2023, 5/18/2023

Will Not Attend Hearing.

This box should be checked **ONLY** if you do **NOT** plan on being at your hearing, **either telephonically or in person**, but want the Special Magistrate to consider your evidence in your absence. (In other words, your hearing will be conducted without your participation, but your evidence will be considered.)

Will Not Attend Hearing:

Check the box below if you will not attend the hearing but would like your evidence considered. In this instance only, you must submit duplicate copies of your evidence to the value adjustment board clerk. Florida law allows the property appraiser to cross examine or object to your evidence. The VAB special magistrate ruling will occur under the same statutory guidelines as if you were present.

Step 6.

Electronic signature and perjury of statement.

The perjury of statement box must be checked.

The Petitioner's name - The name of the person filing the petition.

Signed Date - the current date.

Submit - Review all the information you entered and once you are satisfied with its accuracy, click Submit.



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

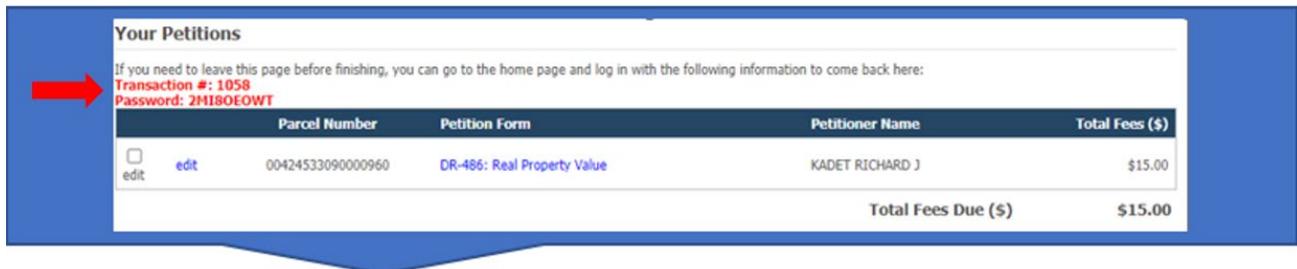
Petitioner's Name: * Enter your name below.

Signed Date:
(e.g. mm/dd/yyyy)

Step 7.

After clicking the Submit button, the payment screen will appear.

Note: If you need to leave this page and submit your payment at a later date or time, you would need to write down the transaction number and password. This is needed to access and complete the filing of your petition.



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 #: 1058
Password: 2M18OEOWT

	Parcel Number	Petition Form	Petitioner Name	Total Fees (\$)
<input type="checkbox"/> edit	00424533090000960	DR-486: Real Property Value	KADET RICHARD J	\$15.00
Total Fees Due (\$)				\$15.00

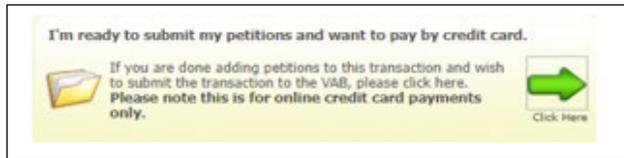
Note important information below.

Important Payment Information:

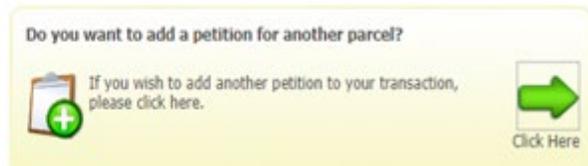
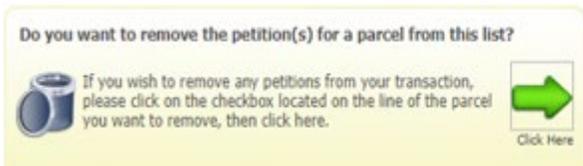
Please remember that your petition is **NOT CONSIDERED FILED** until the appropriate filing fee has been received by the VAB. **Make checks payable to Board of County Commissioners.** The mailing address is 301 N. Olive Avenue, Rm. 203, West Palm Beach, FL 33401.

The non-refundable petition filing fee is \$15. The filing fee is per property and not per petition; however, you must submit a separate petition for each exemption requested. For example, if you are filing a petition for Homestead Exemption and Widow Exemption, you would need to submit 2 separate petitions.

Below is your option for payment.



The two options below will also appear on this screen. It gives the option to remove or add parcels, before submitting payment.



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.

You will receive a confirmation email shortly after completing your online petition with your Transaction Number and 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@mypalmclerk.com or (561) 355-6289.

What's Next

Now that you have filed your petition, expect a Notice of Hearing (via the preferred method of notification you selected) providing you with your petition hearing date and time. On this notice, you will also see the deadline date and time that you must upload your evidence. (see Evidence, how to guide on the VAB Website for assistance with uploading your evidence.)

If, at any time, you would like to track the status of your petition, you may log on to [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.

