

**VALUE/PERSONAL PROPERTY PETITIONS  
NOTICE**

This Notice is to help you, the petitioner, in filing your Value/Personal Property Petition to the Value Adjustment Board.

**FORM & FORMAT**

Completed Petitions to the Value Adjustment Board **must:**

- 1) Be made on the form we give you;
- 2) Describe property by parcel number & legal description;
- 3) Indicate the approximate time you need to present and argue your case to the Board; and
- 4) Be received & filed with the Clerk to the Value Adjustment Board by **5:00 p.m. of the deadline date (see TRIM notice)**.

**COSTS**

The Value Adjustment Board requires a \$15.00 nonrefundable filing fee for each parcel of property listed in your petition. However, the Board does make the following Exceptions:

A condominium association, cooperative association, or homeowners association may file a single joint petition on behalf of association members who own parcels of property which the Property Appraiser has determined are substantially similar in nature. The association must notify all unit owners of its petition and provide each at least 20 days to elect, in writing, not to participate; and,

An owner of contiguous, undeveloped parcels may file a single joint petition if the Property Appraiser determines such parcels are substantially similar in nature. The owner must complete the attached "sign off sheet".

The cost to file a single joint petition is \$5.00 per parcel. Please make checks payable to the **Clerk to the BCC**. You must make payment at the time you file your petition.

**PLACES TO FILE**

Petitions may be filed with the Clerk to the Value Adjustment Board as follows:

BY MAIL:            P.O. BOX 8099  
                      SANFORD, FL 32771  
                      ATTENTION: COUNTY COMMISSION RECORDS OFFICE

IN PERSON: BRANCH OFFICE OF THE CLERK OF COURT  
EAST BRANCH, WILSHIRE PLAZA  
376 WILSHIRE BLVD., CASSELBERRY, FL  
TELEPHONE - (407) 830-7337  
HOURS: 8:30 A.M. TO 5:00 P.M.

BRANCH OFFICE OF THE CLERK OF COURT  
WEST BRANCH, OAK GROVES SHOPPES  
995 SR #434 NORTH, #403, ALTAMONTE SPRINGS, FL  
TELEPHONE - (407) 862-5373  
HOURS: 8:30 A.M. TO 5:00 P.M.

SEMINOLE COUNTY SERVICES BUILDING  
COUNTY COMMISSION RECORDS  
1101 E. FIRST STREET, ROOM 2204  
SANFORD, FL 32771  
TELEPHONE - (407) 665-7661 or 665-7663  
HOURS: 8:00 A.M. TO 5:00 P.M.

**PLEASE NOTE THAT TO BE ACCEPTED, A VALUATION/PERSONAL PROPERTY  
PETITION MUST BE RECEIVED, AND A RECEIPT ISSUED, AT ONE OF THE  
ABOVE LISTED LOCATIONS NOT LATER THAN 25 DAYS FROM THE MAILING OF  
THE TRIM NOTICES**