

INSTRUCTIONS FOR FILING A PETITION ONLINE

1. Read the information provided on the welcome screen. It provides useful information and links that you should understand if participating in the Value Adjustment Board process. When you're ready to proceed, "Click to Begin Filing a Petition Now."

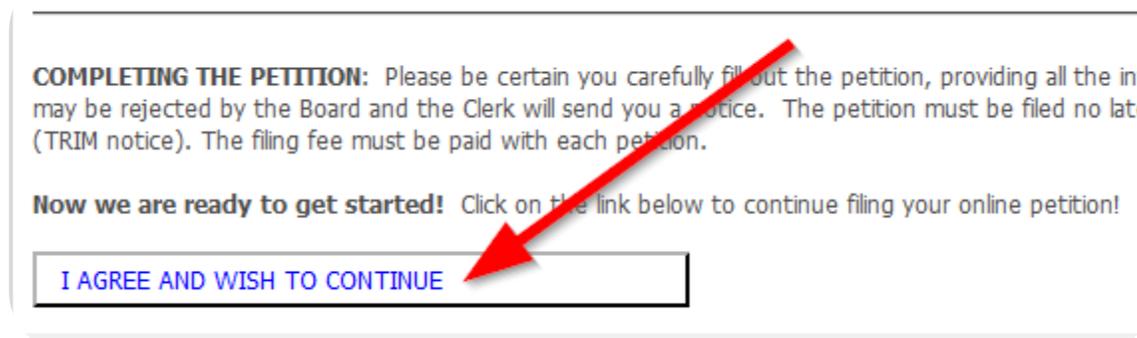


FILE A NEW PETITION

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](#)

2. Read the information on your screen, and then click "I agree and wish to continue."



COMPLETING THE PETITION: Please be certain you carefully fill out the petition, providing all the info. The petition may be rejected by the Board and the Clerk will send you a notice. The petition must be filed no later than the TRIM notice. The filing fee must be paid with each petition.

Now we are ready to get started! Click on the link below to continue filing your online petition!

[I AGREE AND WISH TO CONTINUE](#)

3. As you begin to type the owner's name, the field will populate with possible matches. **Do not include commas to separate last names from first names.** Left-click your mouse to select the correct parcel. Verify the property address, parcel number, and select the proper response for the property type field. *If the owner and parcel/account number is correct but the address is wrong, please contact the Property Appraiser/Tax Collector and ask that your records be updated to reflect your current address.* Edit the information in this program so that the address is correct. NOTE: This will not preclude the need to contact the Property Appraiser/Tax Collector.

4. **Select the property type.**

Property City: TALLAHASSEE
Property State: FL
Property Zip: 32309
Property Type: *
Choose the type of property:
Select
Res. 1-4 units
Res. 5+ units
Commercial
Industrial and miscellaneous
Agricultural or classified use
Vacant lots and acreage
Historic commercial or nonprofit
Business machinery, equipment
High-water recharge

Petitioner Type: *
Petitioner's Name: *
Mailing Address 1:*

5. **Select the petitioner type.** Are you the taxpayer or an agent/representative of the taxpayer? If you are a licensed agent/representative, provide your license number. If you file routinely in Leon County, you might wish to contact the VAB clerk at LeonVABClerk@leoncountyfl.gov and ask for an agent code to have Axia populate your address information and speed up your entry time. The agent code is not a required field.

Petitioner Type: *
Are you a Taxpayer or an Agent:
Select
Agent code:
Prof license #:

6. **Indicate what type of petition you are filing.** If you check the box to appeal the “Denial for late filing of exemption or classification,” you will need to provide the deputy clerk with the date-stamped copy of your application when you return to the counter to pay the filing fee and complete your submission.

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 a date stamped copy of application.**
 Tangible personal property value.
 Qualifying Improvement value.

7. **Part 3 – Taxpayer Signature:** Read this carefully. Regardless of whether you check the box authorizing the person in Part 5, and regardless of whether you are completing part 4 as a licensed representative, you must type the taxpayer’s name where indicated. You do not need to upload the taxpayer’s signature file if you are completing part 4. You will need to provide that information to the Property Appraiser, however. If you want, you can upload it here at this time.

8. **Part 4 – Licensed Professional:** If you are filing as a licensed professional, you must provide your license or bar number, or indicate that you are an employee of the company. You must type in your name in the “Professional Name” field.

9. **Part 5 – Unlicensed Representative:** As an unlicensed representative, you are required to check the appropriate boxes (you are either compensated or uncompensated), enter your name and either upload the taxpayer’s signature in part 3 above, or upload the appropriate authorization from the taxpayer. If this part is not completed properly, clerks will suspend the petition(s) and notify you of the need to correct and return within 10 days.
 - a. Compensated representatives must use a power of attorney form signed by the taxpayer that conforms to the requirements of Chapter 709, Florida Statutes, including identifying all parcel numbers, having the form notarized and signed by two witnesses. [Click here for the Department of Revenue's suggested power of attorney form for these purposes](#), or conform your own form ensuring all the statutory requirements are met.
 - b. Uncompensated representatives must provide written authorization signed by the taxpayer that need not be notarized or witnessed. Parcel numbers must be identified, however. [Click here for the Department of Revenue’s suggested written authorization form for these purposes](#), or conform your own form ensuring all the statutory requirements are met.

10. After completing the perjury statement below, you are ready to submit your petition.

PERJURY STATEMENT

Under penalties of perjury, I declare that I have read the foregoing petition and that the facts s 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 statemen

Petitioner's Name: * Enter your name below

Signed Date: * 8/29/2016
(e.g. mm/dd/yyyy)

If you return to the same page, after clicking “Submit,” scroll down to find the error message in red. Correct it and “Submit” again.

11. **IMPORTANT:** Once submitted, make note of the transaction and password reference bolded in red (see below). If you wish to submit another petition, go to step #12. Otherwise, skip to step #13.

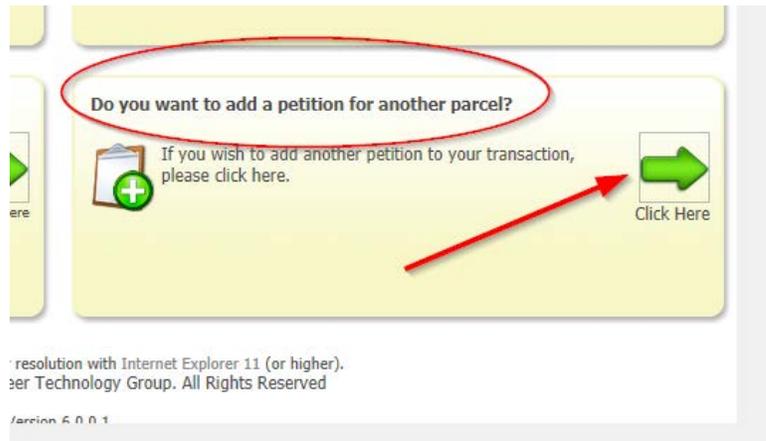
Your Petitions

If you need to leave this page before finishing, you can go to the home page and log in with the following informat

Transaction #: 36
Password: BBOMNY

	Parcel Number	Petition Form
<input type="checkbox"/> edit	110250 D0100	DR-486: Denial for late filing of exemption or classification

12. If you wish to add another petition to this transaction, look for this box and repeat the steps above.



13. If you're ready to pay by credit card, select the box to pay and enter the required information. If you do not receive a copy of your receipt from Axia via email, please contact the VAB staff at 850-606-4020 or by email at LeonVABClerk@leoncountyfl.gov.

If you ever want to log in to Axia to check the status of your petition, or upload evidence to the Property Appraiser, log in using your transaction number and password. That information will be included on the receipt you will received from the deputy clerk after payment of the filing fee.

When and if you upload evidence, be sure to contact the Property Appraiser to advise staff that you have done this.

