

JEFFREY S. FURST
PROPERTY APPRAISER



**Important Information
Regarding the
Value Adjustment Board**

How to File a Value Petition

And

Required Documentation

Real/Tangible Personal Property

How To File A Value Petition With the St. Lucie County Value Adjustment Board

Deadline for filing: September 11, 2009

- PLEASE READ the information and follow the instructions on the back of the petition form.
- Provide any and all information requested on the form. Failure to complete the form may cause the petition to be rejected by the Value Adjustment Board.
- ***Petition(s) must be filed with the Clerk of the Circuit Court*** on or before the 25th day following the mailing date of the Notice of Proposed Property Taxes by the Property Appraiser.
- *File petition(s) with:* Joseph E. Smith, Clerk of the Circuit Court 772-462-6900, at any one of the following locations:

Fort Pierce Bldg

201 South Indian River Drive
Fort Pierce, FL 34950

Roger Poitras Bldg

2300 Virginia Avenue
2nd Floor
Fort Pierce, FL 34982

or mail to:

Value Adjustment Board
2300 Virginia Avenue
Fort Pierce, FL 34982

A fee of \$15.00 per parcel I.D. is required at the time of filing. Florida Statute Section 194.013 mandates the fee in order to defray the costs incurred in connection with the administration and operation of the Value Adjustment Board. Checks should be made payable to: Clerk of Circuit Court.

If petition is filed at the Clerk of Court's Office, they can witness and notarize your petition, if required, for a \$7.00 notary fee.

THINGS TO KNOW IF YOU HAVE FILED A PETITION

The Clerk will send a Notice of Hearing to the Petitioner with the hearing date, time, and location.

At least 15 days before the hearing, the petitioner shall provide to the property appraiser a list of evidence to be presented at the hearing, together with copies of all documentation to be considered by the Value Adjustment Board and a summary of evidence to be presented by witnesses (Florida Statute 194.011(4)(a)).

If you need any additional help in the filing of the petition or if you have any additional questions regarding the Value Adjustment Board, contact the Clerk of the Court at 772-462-1682.

All pertinent documentation you intend to use in supporting your position to the Value Adjustment Board *must* be submitted (in triplicate) at least 15 days prior to your hearing date.

Note: The petition with payment must be in the Clerk's office by September 11, 2009.

PERTINENT INFORMATION FOR THE VALUE ADJUSTMENT BOARD

In the event that you file a petition with the Value Adjustment Board (VAB), please be advised that we request that you furnish, under the provisions of Florida Statute 194.011(4)(a) and 194.034(1)(d), all information or documentation that you intend to use before the VAB to support your conclusion of value.

Failure to furnish information in compliance with the above Statutes will prevent you from introducing it at the VAB hearing. The following are examples of the information we are requesting:

- Rent roll, include a copy of lease or leases.
- Certified copy of profit and loss statement.
- Copy of appraisal reports made on the subject property within three (3) prior years.
- Original development cost plus cost of any improvements, add-ons or additions (including indirect costs such as profit and overhead, interim finance charges, discounts, survey, architect's fees, legal fees, permits, etc.).
- A list of comparable property sales you intend to submit at the VAB hearing. This should include sales price, date of sale, and all relevant property characteristics (size, year built, land use, features, unit count, zoning, etc.). Also, list any adjustments for differences you may deem appropriate.
- Any other items you deem supportable as to your petition before the VAB.

This information is necessary in order for the property appraiser's office to fairly evaluate your estimation of value. We want to make every effort to resolve all disputes prior to VAB hearings.