

## **Petition Information**

### **Exemption Applications Not Timely Filed with Property Appraiser**

There is a \$15.00 non-refundable filing fee charged for each petition filed with the Value Adjustment Board relating to Homestead, Agricultural Classification, and other tax exemption applications that were not timely filed with the Property Appraiser's Office.

Each petition, accompanied by a copy of your application for the exemption that you filed with the Property Appraiser along with the \$15.00 filing fee, **must be filed** with the Clerk of the Value Adjustment Board at the address shown **below by 5:00 p.m., Monday, July 6, 2015.**

**If you are an agent and you wish to receive confidential tax information, you must have the property owner sign the written authorization on the petition.**

Hearings on the petitions filed are tentatively scheduled for August 20 and October 19, 2015. You will be notified of the place, time and date to attend.

You must provide the Property Appraiser a list of evidence with a copy of the documentation to be presented at the hearing at least 15 days before the hearing. [Section 194.011\(4\)\(a\), Florida Statutes \(2010\)](#). Bring your original evidence to the hearing for it to be considered by the magistrate, plus two copies. The original is retained by the Clerk's office for the record; a copy is retained by the magistrate. You should also keep a copy for yourself. The second copy is for the property appraiser, if you have not already provided a copy or for yourself to use during the hearing. The evidence you provide to the Property Appraiser does not get filed with the Clerk's office. Do not submit your evidence to the Clerk's office as it cannot be reviewed or considered in advance of the hearing. Failure to do so may prevent you from submitting this evidence at the hearing.

If you initiate an evidence exchange by sending your evidence to the Property Appraiser 15 days before the hearing, and if you request it in writing, the Property Appraiser must provide the petitioner with a list and summary of evidence with copies of documentation to be presented at the hearing no later than 7 days after the Property Appraiser receives the your documentation.

The Dept of Revenue Uniform Procedures required by Florida Administrative Code Chapters 12D-9 and 12D-10 are available by request through the address/telephone number below, on the Clerk's Website at [www.alachuaclerk.org/Depts/clerk/vab](http://www.alachuaclerk.org/Depts/clerk/vab) and the Dept of Revenue website at <http://dor.myflorida.com/dor/property/>.

Direct questions to: Deanne Williams, Deputy Clerk, phone: 352-374-3605, fax: 352-374-5265, e-mail: [dmw@alachuaclerk.org](mailto:dmw@alachuaclerk.org).

Delivery Address:

J.K. Irby Clerk of Court  
Attn: Deanne Williams,  
Value Adjustment Board  
County Administration Building  
12 SE 1st Street, Fourth Floor  
Gainesville, FL 32601