



**Volusia County**  
**FLORIDA**

**Value Adjustment Board**

## **ONLINE PETITION FILING TUTORIAL**

**Contact Information**  
**Value Adjustment Board**  
**123 W. Indiana Ave., Suite 304**  
**Deland, FL 32720**  
**Office: 386-740-5164**  
**Fax: 386-626-6628**  
[www.volusia.org/vab](http://www.volusia.org/vab)

## Welcome!

A Value Adjustment Board (VAB) petition may now be filed online from the convenience of your home, office, or the local public library. All you will need is access to the internet and approx 10 minutes of your time. If you do not have access to the internet you may file a petition with your local VAB Office, Property Appraiser's Office or contact the clerk to have a petition mailed to you directly.

## GETTING STARTED

Log on to <https://vab.vcgov.org/axia2014> and select "Begin filing a Petition Now".



**Volusia County**  
Volusia County  
123 W. Indiana Avenue  
DeLand, FL 32720-4284  
Telephone (386) 740-5164  
Fax (386) 626-6628  
Email: [tshivak@co.volusia.fl.us](mailto:tshivak@co.volusia.fl.us)

**Axia**  
Value Adjustment  
Board Software

**+ FILE A NEW PETITION**

A taxpayer may file a petition with the Value Adjustment Board for the following reasons:

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:
  - a. homestead exemption
  - b. any other tax exemption as provided by Chapter 196, Florida Statutes or
  - c. any special use classification as provided by Chapter 193, Florida Statutes.

[Click to Begin Filing A Petition Now](#)

**CHECK PETITION STATUS**

Transaction #:  Password:  [Log In](#)

[Forgot your password?](#)

**AGENT, MAGISTRATE, PROPERTY APPRAISER, VAB ATTORNEY, OR VAB MEMBER ACCESS**

Username:  Password:  [Log In](#)


[Forgot your password?](#)

Please read over the “Welcome to the Axia Petition Wizard” page.


This information has been designed to provide you an overview of the online petition filing process. Once you have finished reading this information and choose to file online, select the “[I Agree and Wish to Continue](#)” link,



located at the bottom of the page.



**Volusia County**  
Volusia County  
123 W. Indiana Avenue  
DeLand, FL 32720-4284  
Telephone (386) 740-5164  
Fax (386) 626-6628  
Email: [tshivak@co.volusia.fl.us](mailto:tshivak@co.volusia.fl.us)



### Welcome to the Axia Petition Wizard:

Before we get started, here are a few things to remember while filing your petition:

- Ø Be sure to have your Parcel Identification Number ready!
- Ø You may file different petition types on a single parcel, but remember that you cannot file two of the same petition type on a single parcel.  
What does this mean? For example, you may need to file a Homestead Exemption petition and a Valuation petition on your property parcel number, but you will not be permitted to file two Homestead Exemption petitions on your property parcel number.
- Ø The filing fee is \$15.00 per petition.
- Ø We accept Mastercard or Visa credit cards if you would like to submit and pay for your petition immediately.
- Ø Remember to complete all of the required fields on each screen!
- Ø The Petition Wizard takes approximately 15 minutes to complete if you have all of the necessary information ready and available.
- Ø If you have to stop at any point throughout the Petition Wizard, be sure to write down your User Name and Password found at the bottom of the petition wizard screen, so you can log in and continue at a later time.

#### IMPORTANT NOTICE

The Value Adjustment Board is composed of two members of the County Council, one member of the School Board, and two citizen members. It exists to determine whether or not your property is appraised in excess of its "just valuation" as of January 1 of the current year. The Property Appraiser's office urges you to come in and discuss your assessment before filing a Petition. At this informal conference, you shall present the facts you consider to support your claim for a change in the assessment, and the Property Appraiser's office will present the facts we consider to support the correctness of the assessment.

#### COMPLETING THE PETITION

Please be certain you carefully fill out the Petition, providing all the information requested. If the information is not supplied, your Petition may be rejected by the Board. The petition must be filed no later than the date shown on the bottom of your Notice of Proposed Taxes (TRIM Notice). The filing fee of \$15.00 must be paid with each petition.

## **IMPORTANT INFORMATION FOR FILING YOUR PETITION**

If you wish to file an exemption or classification petition it may be in your best interest to also contact the Property Appraiser's office; they may need additional information from you in conjunction with the filing of a petition (such as an application). If you do not know the associated Parcel ID it may be obtained from your tax notice, visiting the Property Appraiser's website at <http://webserver.vcgov.org/index.html> or calling their office directly at 386-736-5901.

## You are now ready to file your petition!

### Step #1

To initiate online filing simply begin by entering the property owner's last name (or parcel number without dashes (as shown below). As you begin typing similar records will appear on the screen; simply select the correct record. Once you complete this step most of the petition information will automatically update; please review this information to ensure you have selected the correct property for which you are filing a petition.

**NOTE:** If the correct record does not appear on the list you may need to verify your entry for accuracy. Should you find the data entered to be correct; the parcel data may not have been yet finalized. The exception would be to simply override the data by manually completing your entry and proceeding to the next step.

**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:  
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.

Parcel Number: \*  Type the Parcel Number for this property below to perform a lookup:  
No records were found.

Property Address:

Property City:

Property State:

Property Zip:

Property Type: Choose the type of property.

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

Petitioner's Name: \*

Mailing Address1: \*

Mailing Address2:

Mailing City: \*

Mailing State: \*

Mailing Zip: \*

Phone: \*

Phone (other):

Fax:


E-Mail: \*



Confirm E-Mail: \*

## Step #2

The remaining fields contain information needed for a petition filing. It is pertinent to make certain you provide an accurate mailing address, a phone number where you may be reached and a valid email address in order to complete the petition filing. Be sure to choose one preferred contact method; this will become the single source of communication to you from our office.

If you do not have an email address, options are available allowing you to create a free email account online at [www.yahoo.com](http://www.yahoo.com) or [www.gmail.com](http://www.gmail.com).




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: <input type="text" value="VAB TEST"/> <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: <input type="text" value="12345678901"/> <small>No records were found.</small>
Property Address:	<input type="text" value="VAB ADDRESS"/>
Property City:	<input type="text" value="DELAND"/>
Property State:	<input type="text" value="FL"/>
Property Zip:	<input type="text" value="32720"/>
Property Type:	Choose the type of property. <input type="text" value="Res. 1-4 units"/> 
Petitioner Type:	Are you a Taxpayer or an Agent: <input type="text" value="TaxPayer"/>  Prof license # <input type="text"/>
Petitioner's Name: *	<input type="text" value="VAB TEST"/>
Mailing Address1: *	<input type="text" value="VAB ADDRESS"/>
Mailing Address2	<input type="text"/>
Mailing City: *	<input type="text" value="DELAND"/>
Mailing State: *	<input type="text" value="FL"/>
Mailing Zip: *	<input type="text" value="32720"/>
Phone: *	<input type="text" value="386-740-5164"/>
Phone (other):	<input type="text"/>
Fax:	<input type="text"/>
E-Mail: *	<input type="text" value="VABTESTEMAIL@VOLUSIA"/>
Confirm E-Mail: *	<input type="text" value="VABTESTEMAIL@VOLUSIA"/>

## Step #3

Next, select the correct box as to which type of appeal you are filing, located in the “I wish to Appeal” section. If filing a portability petition, move forward to the portability section. If you are not filing for portability, skip the portability section.

**NOTE:** Selecting multiple boxes in the “I wish to appeal” field will result in multiple petitions being filed for you and will increase the associated filing fees.



(Check all that apply - a separate DR-486 will be generated for each selection)	
<b>I wish to appeal my:</b>	<div><input checked="" type="checkbox"/> Real property value</div> <div><input type="checkbox"/> Denial of classification</div> <div><input type="checkbox"/> Parent/grandparent reduction</div> <div><input type="checkbox"/> Denial of exemption. Select Type: <input type="text" value="Homestead"/></div> <div><input type="checkbox"/> Denial for late filing of exemption or classification. Include a date stamped copy of application.</div> <div><input type="checkbox"/> Tangible personal property value. A return required by s.193.052 must have been filed. (S.194.034, F.S.)</div>

<input type="checkbox"/> I want to file a Portability Petition	
<b>Portability:</b>	<div>(Check all that apply - a separate DR-486PORT will be generated for each selection)</div> <div><input type="checkbox"/> I was denied the transfer of the assessment difference from my previous homestead to my new homestead. I want to appeal that denial.</div> <div><input type="checkbox"/> I want to appeal the assessment difference amount calculated by the property appraiser for transfer to my new homestead. I believe the homestead assessment difference that should be transferred is <input type="text" value="0"/></div> <div><input type="checkbox"/> I did not file the assessment difference transfer on time.</div> <div>My petition appeals the actions of the property appraiser in the previous county <input type="text" value="No"/></div> <div>Previous Property Parcel ID: * <input type="text"/></div> <div>Previous Property Address: * <input type="text"/></div> <div>Previous Property County: * <input type="text"/></div>

## Step #4

Next, designate how much time you think is needed to present your case. Most hearings take 15 minutes. For multiple parcel petitions provide the time needed for the entire group. The VAB will take into consideration the time selected; however, is not bound by the requested time selected.


Next, indicate the dates **NOT AVAILABLE** to attend VAB hearings.

Also, indicate by selecting the box in front of each statement, if you would like a copy of the property record card or if you **WILL NOT** be attending your hearing.

Time Needed: *	How much time do you think you need to present your case to the Board? 5 mins ▼																																																																																																																																																																																										
Not Available:	Indicate any dates you would not be available for a VAB hearing. ◀◀ ◀ April 2010 - June 2010 ▶ ▶▶																																																																																																																																																																																										
	<table><thead><tr><th colspan="7">April</th><th colspan="7">May</th><th colspan="7">June</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr></thead><tbody><tr><td>14</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>18</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>23</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>15</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>19</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>24</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>16</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>20</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>25</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>21</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>26</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>18</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>27</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td></tr><tr><td>19</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>23</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>28</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr></tbody></table>	April							May							June							S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	14	28	29	30	31	1	2	3	18	25	26	27	28	29	30	1	23	30	31	1	2	3	4	5	15	4	5	6	7	8	9	10	19	2	3	4	5	6	7	8	24	6	7	8	9	10	11	12	16	11	12	13	14	15	16	17	20	9	10	11	12	13	14	15	25	13	14	15	16	17	18	19	17	18	19	20	21	22	23	24	21	16	17	18	19	20	21	22	26	20	21	22	23	24	25	26	18	25	26	27	28	29	30	1	22	23	24	25	26	27	28	29	27	27	28	29	30	1	2	3	19	2	3	4	5	6	7	8	23	30	31	1	2	3	4	5	28	4	5	6	7	8	9	10
	April							May							June																																																																																																																																																																												
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																																																																																																																																																						
	14	28	29	30	31	1	2	3	18	25	26	27	28	29	30	1	23	30	31	1	2	3	4	5																																																																																																																																																																			
	15	4	5	6	7	8	9	10	19	2	3	4	5	6	7	8	24	6	7	8	9	10	11	12																																																																																																																																																																			
	16	11	12	13	14	15	16	17	20	9	10	11	12	13	14	15	25	13	14	15	16	17	18	19																																																																																																																																																																			
17	18	19	20	21	22	23	24	21	16	17	18	19	20	21	22	26	20	21	22	23	24	25	26																																																																																																																																																																				
18	25	26	27	28	29	30	1	22	23	24	25	26	27	28	29	27	27	28	29	30	1	2	3																																																																																																																																																																				
19	2	3	4	5	6	7	8	23	30	31	1	2	3	4	5	28	4	5	6	7	8	9	10																																																																																																																																																																				
	4/7/2010, 4/6/2010, 4/5/2010, 4/8/2010, 4/9/2010																																																																																																																																																																																										
Property Record Card:	Check the box below if you would like a copy of the real property record card or tangible property worksheet <input checked="" type="checkbox"/>																																																																																																																																																																																										
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. <input checked="" type="checkbox"/>																																																																																																																																																																																										

## Step #5

You are now ready to electronically sign your petition. The selection box located in the perjury statement area must be checked; in agreement to the information made in the petition filing. Next, type in your name and the applicable date.




**PERJURY STATEMENT**

Under penalties of perjury, I declare that I have read the foregoing petition and that the facts stated in it are true. If I am signing and filing this petition as an agent of the 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 statements:  
☐

Petitioner Name: \* Enter your name below.

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

Best viewed in 1024x768 or higher resolution with Internet Explorer 7 (or higher) or Mozilla Firefox 1.5 (or higher).  
Copyright © 2006-2009 Pioneer Technology Group. All Rights Reserved  
Version 2.15.0.0

## Step #6

**IMPORTANT NOTICE:** You must select the “SUBMIT” button located at the bottom of the page in order to get to the payment screen. Once selected the payment screen will automatically appear. You are now ready to submit the filing fees and web-based convenience fee associated with your petition filing.

You will need to write down your TRANSACTION ID and PASSWORD provided or print the confirmation page. This information is required to log in at a later time.

**PLEASE NOTE THAT YOUR PETITION IS NOT CONSIDERED FILED UNTIL YOUR PAYMENT HAS BEEN RECEIVED BY THE VAB CLERK.**



## Step #7 (Final Step)

Finally, select one of the following payment options to submit a petition online:

**NOTICE:** *If filing in person*, full payment must be received by the VAB OFFICE no later than 5 p.m. on the filing deadline. *If filing online*, full payment must be received by the VAB OFFICE no later than 11:59 p.m. on the filing deadline.

**Volusia County**  
Volusia County  
123 W. Indiana Avenue  
DeLand, FL 32720-4284  
Telephone (386) 740-5164  
Fax (386) 626-6628  
Email: tshivak@co.volusia.fl.us

**Axia**  
Value Adjustment Board Software

**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 #: 3**  
**Password: ADULQ**

	Parcel Number	Petition Form	Petitioner Name	Total Fees (\$)
<input type="checkbox"/> edit	0000-00-00-0000	DR-486: Real Property Value	VOLUSIA VAB	\$15.00

**Total Fees Due (\$)** **\$15.00**

**I'm ready to submit my petitions and send a check by mail.**

If you are done adding petitions to this transaction and wish to submit the transaction to the VAB, please click here. **Please note this is for check by mail payments only.**

[Click Here](#)

**I'm ready to submit my petitions and want to pay by credit card.**

If you are done adding petitions to this transaction and wish to submit the transaction to the VAB, please click here. **Please note this is for online credit card payments only.**

[Click Here](#)

**Do you want to remove the petition(s) for a parcel from this list?**

If you wish to remove any petitions from your transaction, please click on the checkbox located on the line of the parcel you want to remove, then click here.

[Click Here](#)

**Do you want to add a petition for another parcel?**

If you wish to add another petition to your transaction, please click here.

[Click Here](#)

### Option #1

I'm ready to submit my petition & send a check by mail:  
*This option is for a petitioner who has finished their filing and would like to send the applicable filing fees to the VAB Office by mail. All petitions remain pending until payment is received by the VAB Clerk. **This option is time-sensitive; payments must be received within 10 calendar days but prior to any statutory deadline in place. The statutory deadline is 25 days past the mailing of the notice of proposed property taxes. Selecting this option does not permit a filing extension and all payments MUST be received by the clerk prior to the applicable deadline or the petition will be considered late.***

Checks should be made payable to the County of Volusia and mailed to the VALUE ADJUSTMENT BOARD, 123 W. Indiana Ave., Suite 304, Deland, FL 32720. You must write your Transaction ID and Parcel Number on your check to ensure the VAB Office credits the correct petition account with the payment.

## **Option #2**



I'm ready to submit my petition and pay by credit card:  
*This option is for a petitioner who has completed their filing and want to pay by Credit/Debit Card. Enter the applicable card information and submit payment.*

## **Option #3**



Do you want to remove a petition from the list?  
*This option is for a petitioner who has filed a petition in error or has changed their mind and would like to remove a petition from the list.*

## **Option #4**



Do you want to add another parcel?  
*This option is for a petitioner who wishes to file more than one petition. If you are filing a petition for more than one parcel, you may file the additional petition(s) here. You will not be able to discount contiguous parcels online.*

**CONGRATULATIONS, YOU HAVE FINISHED FILING A PETITION ONLINE!**

If you have any questions or concerns regarding the Value Adjustment Board itself or the petition process please feel free to contact the VAB Deputy Clerk at 386-740-5164 for assistance with this matter.

Track the status of your petition online by logging on to <https://vab.vcgov.org/axia2014/>, enter your Transaction ID and Password; select log in. You will be able to view the entire petition file; including your petition, evidence, hearing dates, hearing notices, magistrate recommendations, hearing audio, and final decisions, etc.