



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
email: tshivak@co.volusia.fl.us

Welcome!

Your 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 visit the VAB Office and use the public computer located in the lobby or contact the clerk to have a petition mailed to you directly.

GETTING STARTED

Log on to <https://vab.vcgov.org/axia2011> and click on “File a New Petition”.



Volusia County
Volusia County
123 W. Indiana Avenue
DeLand, FL 32720-4284
Telephone (386) 740-5164
Fax (386) 626-6628
Email: tehivak@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 is designed to provide an overview of how the online petition filing process works and offers helpful tips, which may assist you with the filing process. Once you have finished reading this information, click on the “[I Agree and Wish to Continue](#)” link,  located at the bottom of the page.



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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 is a good idea to first contact the Property Appraiser’s office, as you may not need to file a petition with the VAB. You will need your Parcel ID, which can be obtained by visiting the Property Appraiser’s website at the following: <http://webserver.vcgov.org/index.html> or by calling the Property Appraiser’s Office at 386-736-5901.

You are now ready to file your petition!

Step #1

In order to begin filing, enter the property owner's last name (or parcel number), as you begin typing, several other like names will appear, you can move your cursor to "click" on the correct owner accordingly. Once clicking on a name record most of the petition information will automatically fill in for you. Please review the information to ensure that you have selected the correct property.

NOTE: If the property owner's name does not appear, please double check your entry for accuracy. If in fact, it is correct, it could be that the parcel is too new and the Property Appraiser has not yet finalized the data for your parcel. If this happens, simply override the data by completing your parcel number and proceed on 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: 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: 12345678901 <small>No records were found.</small>
Property Address:	VAB ADDRESS
Property City:	DELAND
Property State:	FL
Property Zip:	32720
Property Type:	Choose the type of property. Res. 1-4 units

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

Petitioner's Name: * VAB TEST

Mailing Address1: * VAB ADDRESS

Mailing Address2:

Mailing City: * DELAND

Mailing State: * FL

Mailing Zip: * 32720


Phone: * 386-740-5164

Phone (other):

Fax:

E-Mail: * VABTESTEMAIL@VOLUSIA

Confirm E-Mail: * VABTESTEMAIL@VOLUSIA



Step #2

The remaining fields contain information that is needed for various mailings to you. It is very important to ensure that your mailing address is correct, as this is where all correspondence from the VAB will be mailed to. We will also need a day time phone number where you can be reached and an email address will be needed to complete the petition filing online. Be sure to choose your contact preference, as this will become the source of communication from the VAB office.

If you do not have an email address, options are available allowing you to create a free email account at www.yahoo.com or 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: 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>
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Property City:	DELAND
Property State:	FL
Property Zip:	32720
Property Type:	Choose the type of property. Res. 1-4 units <input type="button" value="v"/>

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

Petitioner's Name: * VAB TEST

Mailing Address1: * VAB ADDRESS

Mailing Address2:

Mailing City: * DELAND

Mailing State: * FL

Mailing Zip: * 32720


Phone: * 386-740-5164

Phone (other):

Fax:

E-Mail: * VABTESTEMAIL@VOLUSIA


Confirm E-Mail: * VABTESTEMAIL@VOLUSIA



Step #3

Click on the correct box to select which type of appeal you are filing. If you are filing a portability petition, please move on to 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 your filing fees.



(Check all that apply - a separate DR-486 will be generated for each selection)

I wish to appeal my:

- Real property value
- 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. A return required by s.193.052 must have been filed. (S.194.034, F.S.)

I want to file a Portability Petition

(Check all that apply - a separate DR-486PORT will be generated for each selection)

Portability:

- I was denied the transfer of the assessment difference from my previous homestead to my new homestead. I want to appeal that denial.
- 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
- I did not file the assessment difference transfer on time. My petition appeals the actions of the property appraiser in the previous county

Previous Property Parcel ID: *

Previous Property Address: *

Previous Property County: *

Step #4

You will need to list how much time you think that you will need to present your case. Most hearings take 15 minutes. Please note that the VAB is not bound by the requested time. For petitions containing multiple parcels, provide the time that is needed for the entire group. Next, indicate the dates that you will not be available to attend a VAB hearing by clicking on the actual days within the calendar itself.

Also, indicate whether or not you would like a copy of the property record card or tangible property worksheet. (Simply complete this step by clicking on the box associated with each selection)

Time Needed: *	How much time do you think you need to present your case to the Board? 5 mins <input type="button" value="v"/>																																																																																																																																																																																										
Not Available:	Indicate any dates you would not be available for a VAB hearing. « <input type="button" value="v"/> April 2010 - June 2010 <input type="button" value="v"/> » <table border="1"><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> <input type="text" value="4/7/2010, 4/6/2010, 4/5/2010, 4/8/2010, 4/9/2010"/>	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
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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. You will click on the perjury statement box, which states that you agree to all statements you have made; type in your name and the date, then, click on the submit button located at the bottom of the page.


IMPORTANT NOTICE: Once you have finished filling out your petition information, you must click on the “submit” button located at the bottom of the page.

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

Once you have clicked on the submit button, the following payment screen will appear. You are now ready to submit payment for the filing fees associated with your petition filing.

Please write down your TRANSACTION ID and PASSWORD, or print the page, as you will need this information 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

You will need to complete one of the following payment options to submit your petition online:

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: ADJULQ

	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, via check or money order.

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

IMPORTANT NOTE: Payment must be received by the VAB OFFICE no later than 5 p.m. on the filing deadline.

Option #2



I'm ready to submit my petition & pay by credit card:

This option is for a petitioner who is finished and would like to pay immediately by Credit/Debit Card. (Visa or Master Card only)

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 their 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. For example: if you are filing a petition for more than one parcel, you may file the additional petition(s) here.

CONGRATULATIONS, YOU HAVE FINISHED FILING A PETITION ONLINE!

If you have any questions, concerns, or have experienced any challenges while filing your online petition, please feel free to contact the VAB Deputy Clerk, at 386-740-5164 for assistance with this matter.

Also, you can track the status of your petition online by logging on to <https://vab.vcgov.org/axia2011/>, enter your Transaction ID and Password; then click 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.

The screenshot shows the VAB online petition filing interface. At the top left is the Volusia County logo and contact information: Volusia County, 123 W. Indiana Avenue, DeLand, FL 32720-4284, Telephone (386) 740-5164, Fax (386) 626-6628, Email: tshivak@co.volusia.fl.us. At the top right is the Axia logo: Value Adjustment Board Software. The main content area has two columns. The left column is titled 'FILE A NEW PETITION' and contains a list of reasons for filing a petition. The right column has two sections: 'CHECK PETITION STATUS' with fields for Transaction # and Password, and 'AGENT, MAGISTRATE, PROPERTY APPRAISER, VAB ATTORNEY, OR VAB MEMBER ACCESS' with fields for Username and Password. A green arrow points down to the 'CHECK PETITION STATUS' section.

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[Forgot your password?](#)

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