



**IMPERIAL
POLK COUNTY**
Property Appraiser
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www.polkpa.org

NOTICE OF PETITION FILING FEE
(Authority Florida Statute 194.013)

PETITIONS MUST BE FILED **WITH THE CLERK OF THE VALUE ADJUSTMENT BOARD OF THE BOARD OF COUNTY COMMISSIONERS** NO LATER THAN TWENTY-FIVE (25) DAYS AFTER THE MAILING OF THE NOTICES OF PROPOSED PROPERTY TAXES TRIM (TRUTH IN MILLAGE) IN AUGUST.

THE REQUIRED FORMS CAN BE ACQUIRED AT THE PROPERTY APPRAISER'S MAIN OFFICE, 255 N WILSON AVENUE IN BARTOW OR ANY SATELLITE OFFICE OR IF YOU WISH TO DOWNLOAD THE PETITION FORMS:

PETITION FORM **DR 486** IS FOR REAL PROPERTY ISSUES (VALUE AND EXEMPTION) AND TANGIBLE PROPERTY <http://www.polkpa.org/Downloads/Files/dr486.pdf>

PETITION FORM **DR 486 (PORTABILITY)** IS FOR TRANSFER OF HOMESTEAD ASSESSMENT DIFFERENCE <http://www.polkpa.org/Downloads/Files/dr486port.pdf>

ONLINE PETITION FILING IS AVAILABLE ON THE VALUE ADJUSTMENT BOARDS WEBSITE <http://www.polkcountyclerk.net/departments/vab/index.aspx>

RETURN PETITION TO

POLK COUNTY VALUE ADJUSTMENT BOARD
ATTN: KATHRYN COURTNEY
PO BOX 988, BARTOW FL 33831-0988 **or** 330 WEST CHURCH STREET, BARTOW FL 33830
PHONE: (863) 534-6502 FAX: (863) 534-5951

A NON-REFUNDABLE \$15.00 FILING FEE IS REQUIRED--CHECKS MADE PAYABLE TO VALUE ADJUSTMENT BOARD The value adjustment board must receive the petition by the 25th day, the postmark by the 25th day is not sufficient. After the deadline, a good cause request must be filed along with a petition. Good cause requests will be accepted no later than thirty days after the deadline.

If you are filing a Petition with contiguous parcels, it is recommended that you **DO NOT file online. If you choose to do so you must file a separate Petition for each parcel and the filing fee will be \$15 per parcel. Alternatively, if you file in person or by mail, you can file one Petition for a fee of \$15 plus \$5 per additional parcel.**

Options for uploading Petitioner's Evidence to the VAB:

- Petitioners that file online are presented a transaction ID# and password which allows the ability to log back at anytime to upload their evidence.
- Petitioners that apply in person can obtain their transaction ID# and password from the receipt that is generated after their petition is filed in Axia and can log in through Axia web if they have access to the internet to upload their evidence.
- If Petitioners do not have access to internet, they are to submit/mail their evidence to the VAB in which the VAB would upload their evidence into the system.

If the taxpayer resolves the matter of a VAB petition with the Property Appraiser Office, the taxpayer should immediately notify the Value Adjustment Board that the petition is withdrawn by submitting a Withdrawal Form http://www.polkcountyclerk.net/ClerkV2/Withdrawal_of_Petition_to_VAB.pdf