

EVIDENCE

◆ What is evidence?

Evidence is physical documentation supporting your petition (e.g., written statements, comparable sales information, income and financial statements, appraisal reports, photographs, etc.). [Florida Statute 193.011](#) lists the criteria the property appraiser must use in arriving at your just market value.

NOTE: Original documents and photographs are part of the hearing record and will not be returned to you.

◆ When does it need to be submitted?

At least **15** days prior to your scheduled hearing. Any and all evidence you would like to have considered at your VAB hearing needs to be submitted. Evidence is submitted pursuant to [Florida Statute 194.011\(4\)\(a\)](#).

NOTE: If the 15th day falls on a Saturday, Sunday, or legal holiday, then the time ends on the previous business day.

◆ How can I submit my evidence?

[Florida Statute 194.011\(4\)](#) dictates that all evidence **MUST** be submitted to the Property Appraiser's Office. In order to fulfill this requirement as described above, you **MUST** submit a copy to the Property Appraiser's Office, by mail at Attention: VAB Evidence, 200 South Orange Avenue, Suite 1700, Orlando, FL 32801. or by fax at 407-836-5985, or by email to ocpavab@ocpaf1.org. Your evidence must be received at least 15 days before your scheduled hearing.

You may also upload your evidence online at <http://vab.occompt.com/2008> by logging on to your account using your transaction number and password (which you received when you filed your VAB petition). You can contact the Clerk of the VAB if you need your account information.

NOTE: Uploading evidence online does not meet the [Florida Statute 194.011\(4\)](#) evidence exchange requirement. It only provides convenience for all parties to have access online.

Once you have the petition for which you want to upload evidence, you can click on the "Upload Evidence" icon located on the upper left corner on the page. Evidence can be uploaded in one of two ways: scanning or importing.

NOTE: The benefit of uploading your evidence is that, in the event you are unable to attend your hearing, the Special Magistrate conducting your hearing will have the ability to view your evidence in your absence. If you decide not to submit your evidence online, you **MUST** provide a copy of your evidence to the Special Magistrate at your scheduled hearing, as well as to the Property Appraiser's Office's at least *15 days prior* to your scheduled hearing. If this requirement has not been met, your evidence can not be considered.

If you are submitting multiple petitions for adjacent or related properties and the same evidence applies to all those petitions, separate, duplicate copies of all evidence must be submitted for EACH petition FILED.

◆ How do I request to receive a copy of the evidence the Property Appraiser plans to use at my hearing?

If you want to receive copies of evidence the Property Appraiser plans to use at your VAB hearing, [Florida Statute 194.011\(4\)\(b\)](#) dictates that you must request this information in writing when you submit your evidence to the Property Appraiser's Office. If you submit a written request to the Property Appraiser's Office, you will receive, no less than **7** days prior to your hearing, a copy of their evidence.

NOTE: If you do not give the Property Appraiser your evidence *15 days prior* to your hearing, the Property Appraiser's Office does not have to provide you with their evidence.