

ORANGE COUNTY VALUE ADJUSTMENT BOARD (VAB)
PETITION FILING OPTIONS

VAB Petition Filing:

Citizens wishing to file a VAB petition may do so one of the following ways:

- **Online Petition Filing:** Select <https://vab.occompt.com/2018/> to file a petition online from the convenience of your own computer. The [2018 VAB Online Petition Filing Tutorial](#) is available to assist you if this is your first time filing an online petition.
- **U.S. Mail:** Complete and sign [Petition Form DR-486](#) , [DR-486PORT](#) and/or [DR-486H](#) and return, with payment, to Orange County Value Adjustment Board P.O. Box 38, Orlando, FL 32802-0038.

Note: Citizens wishing to file a single joint petition for contiguous parcels and/or Abatement of Taxes (DR-486H) may do so by U.S. mail, courier service or in person.

Single joint petitions *must* be accompanied by a contiguous parcel determination from the Property Appraiser's Office (PAO) at the time of filing.

- **FedEx or UPS Delivery:** Complete and sign the necessary petition form, with payment, to Orange County Value Adjustment Board 201 S. Rosalind Ave., 4th Floor Clerk's Office, Orlando, FL 32801.
- **Courier Service or In Person:** Orange County Value Adjustment Board, Administration Center Building, 201 S. Rosalind Ave., 4th Floor Clerk's Office, Orlando, FL 32801.

Agent VAB Petition Filing:

For tax agents intending to file ten (10) or more VAB petitions, please provide the VAB Clerk with a CSV (Comma Delimited) excel spreadsheet containing the parcel IDs or tangible personal property (TPP) account numbers for the Clerk to upload to Axia.

This will expedite petition entry and allow the Clerk to schedule petitions for hearings in a timelier manner. Please refer to the [Instructions to Agents Regarding Utility Uploads](#) for important information prior to submission.