



## Lake County Property Appraiser's Office

*Carey Baker, CFA, Property Appraiser*

### **INSTRUCTIONS FOR FILING A PETITION WITH THE LAKE COUNTY VALUE ADJUSTMENT BOARD**

#### **PRIOR TO FILING:**

Prior to filing a petition with the Lake County Value Adjustment Board (VAB), we encourage you to contact our office at 352-253-2150 and speak with an appraiser or exemptions specialist regarding your property. You may possess information about your property of which we are unaware and which may aid to resolve any difference of opinion. If we are unable to resolve the matter you may file a petition as follows.

#### **FILING DEADLINE:**

- The deadline for filing Exemptions petitions (Homestead, Senior, Veterans, etc...) and Agricultural Classification petitions is **JULY 30, 2019**
- The deadline for filing valuation petitions for Residential, Non-Residential, and Tangible Personal Property is **SEPTEMBER 10, 2019**

All petitions must be received in the Clerk's Office by 5:00 p.m. on the date of the filing deadline to be considered timely filed.

#### **WHERE TO FILE:**

Completed petitions may be filed as follows:

- US Mail: Lake County Clerk of the Court, Attn: Value Adjustment Board, PO Box 7800, Tavares, FL 32778
- In Person: Lake County Administration Building, 315 West Main Street, Room 346, Tavares, Florida 32778

The VAB Clerk does not accept electronic filing of VAB paperwork and will not accept petitions received either by email, fax, or other electronic media.

#### **FILING FEE:**

There is a non-refundable \$15 filing fee, per petition, at the time a petition is filed. No filing fee is required for petitions contesting the denial of a timely filed homestead exemption application or homestead tax deferral appeal. Checks should be made payable to: Lake County Clerk of the Court

For multiple parcels on a single petition, use form DR-486MU. A \$15 fee will apply to the first parcel and a \$5 fee for each additional parcel. Only vacant and contiguous parcels of like value may be file using the DR-186-MU. This form must be reviewed and signed by the Property Appraiser prior to filing with the VAB clerk. Please use all 7 digits of the Alternate Key number for each parcel when completing this form.

#### **WHAT HAPPENS AFTER I FILE?**

The VAB clerk will provide you a receipt with an assigned File Number. Please reference this number on all communications. The VAB clerk will notify you of the date, time and location at least 25 days before the hearing date.

#### **ADDITIONAL INFORMATION:**

For additional information visit the VAB [Frequently Asked Questions](#) page.