

Leon County Value Adjustment Board  
Filing A Single Joint Petition

[s. 194.011\(3\)\(e\)\(f\)\(g\), F.S.](#)

*(e) A condominium association, cooperative association, or any homeowners' association as defined in s. 723.075, with approval of its board of administration or directors, may file with the value adjustment board a single joint petition on behalf of any association members who own parcels of property which the property appraiser determines are substantially similar with respect to location, proximity to amenities, number of rooms, living area, and condition. The condominium association, cooperative association, or homeowners' association as defined in s. 723.075 shall provide the unit owners with notice of its intent to petition the value adjustment board and shall provide at least 20 days for a unit owner to elect, in writing, that his or her unit not be included in the petition.*

*(f) An owner of contiguous, undeveloped parcels may file with the value adjustment board a single joint petition if the property appraiser determines such parcels are substantially similar in nature.*

*(g) An owner of multiple tangible personal property accounts may file with the value adjustment board a single joint petition if the property appraiser determines that the tangible personal property accounts are substantially similar in nature.*

**The fee** for the first contiguous or multiple parcel is \$15 and subsequent parcels are \$5 each. In order to file as multiple parcel petition, you must first obtain approval from the property appraiser as outlined below.

PAPER FORM FILING:

⇒ You must **deliver or mail form DR486MU** (click [here](#) for pdf format; [here](#) for Word format) **to the Property Appraiser's Office** for a **determination** that your parcels are contiguous undeveloped parcels, or multiple parcels that are part of a condominium, homeowners, or cooperative association (see note below), before you file a single joint petition. The Property Appraiser's Office mailing address is 315 S. Calhoun Street, 3<sup>rd</sup> Floor, Tallahassee, FL 32301. **After you receive the property appraiser's determination** that the parcels are substantially similar in nature, you are allowed to file your single joint petition with the Value Adjustment Board.

⇒ **Complete [Form DR-486](#)** for each group of parcels, as determined by the Property Appraiser, **with** a completed **Form DR-486MU** that has been signed by a Property Appraiser's Office staff member. **Note:** *Condominiums, cooperative, or homeowners' associations, as agents, should attach a copy of the Board of Administration or Directors' Resolution authorizing this filing.*

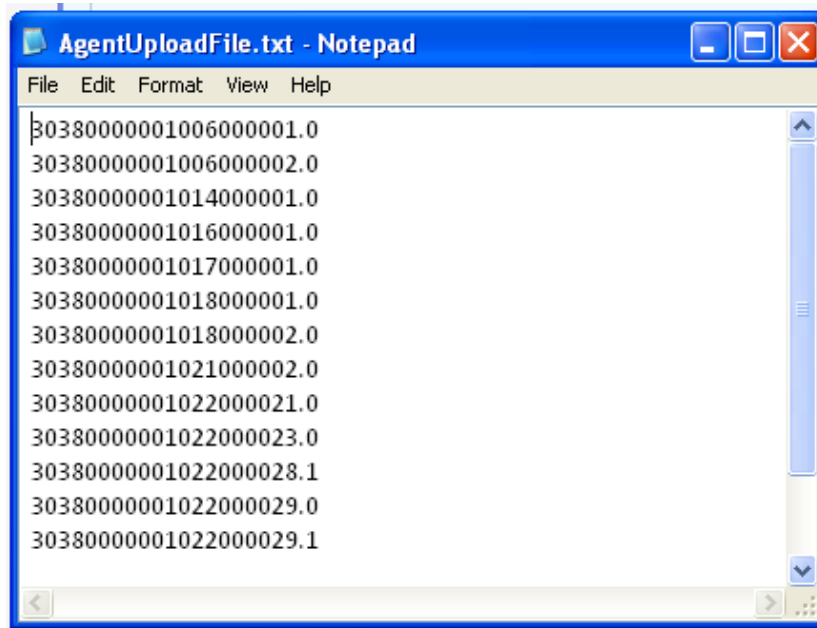
ELECTRONIC FORM FILING:

⇒ **To submit your list electronically** contact the Property Appraiser's Office for an e-mail address (850-606-6200). Your electronic list must be in an Excel spreadsheet with folio numbers only in one column, and only assessed values in another column. **Note:** *The Property Appraiser's Office staff will not file petitions on your behalf, and the Value Adjustment Board is not permitted to process a single joint petition for contiguous undeveloped parcels, or multiple parcels part of an association, without receipt of the Property Appraiser's determination.*

## AXIA UPLOAD UTILITY

AXIA software program has the ability to upload contiguous parcels for petitioners filing from a .txt or .xls file provided by the petitioner. After the petitioner's file is uploaded into the system, a Transaction ID and petition number will be generated.

1. Obtain permission from the VAB office to perform file in this manner; you will need to be setup first. Contact the VAB Clerk at 850-606-4020 (or [LeonVABClerk@leoncountyfl.gov](mailto:LeonVABClerk@leoncountyfl.gov)) for that permission and to make arrangements for delivery of the prerequisite Form DR-486MU if required.
2. Petitioners will need to email the VAB with a .txt or .xls file that contains parcel IDs only for uploading any non-portability filings as shown below. Advise the VAB Clerk in this email whether or not you have submitted Form DR486MU to the Property Appraiser.



- The first row must contain column headers if you are sending more fields than just the folio number; otherwise, column headers are not needed. Also, file only one .txt file per petition. In other words, if you are filing more than one multiple parcel petition, provide a separate .txt file for each petition. *Note: If the file only contains the folio number for non-portability filings, then the column headers are not needed.*
- The fields may be delimited by either:
  - Comma
  - Tab
  - Pipe
- Fields can also be enclosed in quotes but that is not necessary unless a delimiter conflict would occur.
- Fields such as *Name* or *Address* that might be broken out into separate fields in the Agent system must be put together as one field to be imported.

The following is a list of all possible fields that can be accepted in the data file for importing into Axia.

#	Field	Description
1	FolioNumber	Unique # used for a Property/Tangible
4	OwnerName	Owner's Name of the Property/Tangible
5	OwnerAddress	Owner's Address of the Property/Tangible
6	OwnerCity	Owner's City of the Property/Tangible
7	OwnerState	Owner's State of the Property/Tangible
8	OwnerZip	Owner's Zip of the Property/Tangible

- After you receive the property appraiser's determination that the parcels are substantially similar in nature, file your signed, single joint petition form and Form DR486MU signed by the Property Appraiser with the Value Adjustment Board, along with the appropriate filing fee. *(NOTE: Condominiums, cooperative, or homeowners' associations, as agents, should attach a copy of the Board of Administration or Directors' Resolution authorizing this filing.)* The filing fee is \$15 for the first contiguous parcel or tangible account plus \$5 for each additional contiguous parcel or tangible account per petition. Mail petition with check or money order to the Leon County Clerk of Court, Value Adjustment Board, ATTN: Finance Department--VAB, 301 S. Monroe Street, #100, Tallahassee, FL 32301, or hand-deliver to 315 S. Calhoun Street, #750, Tallahassee. The clerk will upload your parcel listing to create petition images, which will be made available at <https://vab.clerk.leon.fl.us/> for your viewing and online tracking.

*The Property Appraiser's Office staff is not responsible for filing or forwarding petitions to the VAB on your behalf.*