



## INSTRUCTIONS FOR SUBMITTING A PETITION to the Seminole County Value Adjustment Board

**It is important to note** that you have the right to an informal conference with a Property Appraiser's representative where you can present facts to support your appeal, and the Property Appraiser can present facts that support their assessment of your property.

**To request an informal conference, contact your Property Appraiser's Office at (407) 665-7506.**

### **Step 1: Create a Just Appraised Account**

1. Go to [https://taxpayer.justappraised.com/appeals/petitions?county=seminole\\_fl](https://taxpayer.justappraised.com/appeals/petitions?county=seminole_fl)
2. Enter your information. Required fields are indicated with an asterisk. (\*)
3. Check the **Terms of Service** box and click Continue.

**Just Appraised**

Create Your Account

Sign Up to Just Appraised to continue to Taxpayer Portal.

First Name\*

Last Name (optional)

Email address\*

Phone Number (optional)

☐ I have read and agree to Just Appraised's [Terms Of Service](#).

Continue

Already have an account? [Log in](#)

4. Create a password and click Continue.

**Just Appraised**

Create Your Account

Set your password for Just Appraised to continue to Taxpayer Portal

johnsmith@gmail.com [Edit](#)

Password\*

Your password must contain:

✓ At least 10 characters

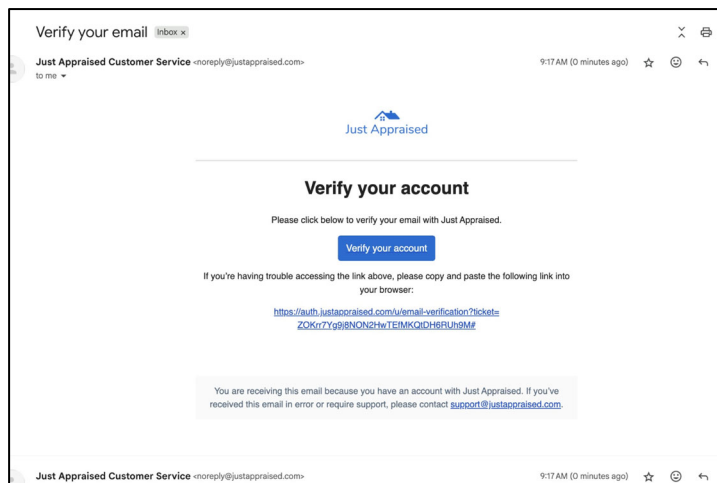
Continue

Already have an account? [Log in](#)

5. You will then receive an email.

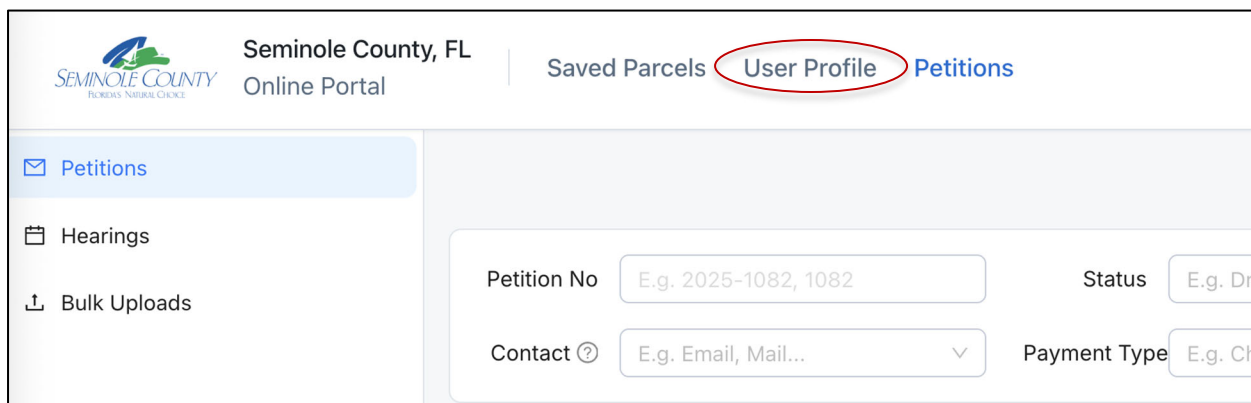
PLEASE NOTE: The same email address should be used to access your account in the future.

6. Follow the instructions to verify your account.



## Step 2: Complete Your Profile

1. Click **User Profile** from the top menu.



2. If you would like to receive notices and evidence via email, click the dropdown box for **Contact Preference** and choose “Email.” Otherwise, choose “Mail” for notices sent via USPS.
3. Fill in your mailing address.
4. Click on **Petitioner Type** to choose either “Owner” or “Representative.”

A screenshot of a web form titled 'Petitions'. The form has a section labeled 'Mailing Address' which contains a 'Contact Preference' dropdown menu (circled in red). Below this are input fields for 'Street', 'City', 'State' (a dropdown menu with 'Select state' as the placeholder), and 'Zip'. At the bottom of the form is a 'Petitioner Type' dropdown menu (also circled in red) and a blue 'Save' button.

- If "Owner" is chosen, click Save.
- If "Representative" is chosen, fill in the appropriate information, then click Save.

Petitioner Type  
Representative

**Representative**

First Name \*  
Sarah

Last Name \*  
Thompson

Company Name  
Thompson LLC

Representative Type \*  
Licensed Representative

Licensed Representative Type \*  
☐ Employee  
☒ Attorney  
☐ Appraiser  
☐ Broker  
☐ Accountant

Attorney Credential Number \*  
32123

Save

### Step 3: Start a New Petition

- From the main menu (Petitions), click Create New Petition.

Seminole County, FL  
Online Portal

Petitions

Change County Account

[Create New Petition](#)

Petition No: E.g. 2025-1082, 1082    Status: E.g. Draft, Confirmed...    Type: E.g. Commercial, Indu...  
 Contact: E.g. Email, Mail...    Payment Ty: E.g. Check, Online...    Payment St: E.g. Unpaid, Paid...

Search    Clear

Petition Number	Parcel ID / TPP	Parcel Owners	Submitted On	Payment Status
No data				

- Choose the **Property Type** from the dropdown box.
- Fill in either the Parcel ID, Property Street Address, or Owner Name and then click Search.
- Click the radio button to the left of the parcel number to choose the correct parcel.

Property Type \*  
Select property type

Parcel Number & Address    Tax Account Number

☒ Search for a parcel and select from the results. Once selected, the details will be shown in the Selected Parcel tab.

Search for a Parcel    Selected Parcel

Search for a Parcel    Reset Filters    Show Additional Search Fields

Parcel Number    Property Street Address    Owner Name(s)

607 MAINE CT

Please enter at least one field    Search

Parcel Search Results 187 results

	PARCEL NUMBER	PROPERTY STREET ADDRESS	OWNER NAME(S)	PROPERTY CITY
<input type="radio"/>	052130300002A0000	289 E MAINE AVE	REX L JUSTESSEN FAMILY TRUS	LONGWOOD
<input type="radio"/>	052130300002B0000	287 E MAINE AVE	BERNARD L DURELL	LONGWOOD

Then, click NEXT.

## Step 4: Provide Property Details

1. Select the **Property Type** (again) from the dropdown box.
2. Note that the parcel information auto-populated with the Owners Names shown at the bottom.
3. Click Next.

The screenshot shows a web form titled "Property Details". On the left is a vertical sidebar with five steps: 1. Property Details (active), 2. Applicant Information, 3. Petition Information, 4. Evidence and Documentation, and 5. Payment. The main form area has a "Property Details" header. Below it, the "Property Type\*" dropdown menu is circled in red and contains the text "Select property type" and a red asterisk icon. Below the dropdown is the word "Required" in red. Further down, there are two tabs: "Parcel Number & Address" (active) and "Tax Account Number". A blue instruction box says: "Search for a parcel and select from the results. Once selected, the details will be shown in the Selected Parcel tab." Below this are two sub-tabs: "Search for a Parcel" and "Selected Parcel" (active). The "Selected Parcel" tab contains several input fields: "Parcel Number\*" with the value "052130300002E0000", "Street\*" with "607 MAINE CT", "City\*" with "LONGWOOD", "State\*" with a dropdown menu showing "Florida", and "Zip Code\*" with "32750". At the bottom of this section, the "Owner Names\*" field is circled in blue and contains the text "SEMINOLE B C C". A blue "Next" button is located at the bottom right of the form.

**Property Details**

Property Type\*  
Select property type  
Required

Parcel Number & Address    Tax Account Number

Search for a parcel and select from the results. Once selected, the details will be shown in the Selected Parcel tab.

Search for a Parcel    Selected Parcel

Parcel Number\*  
052130300002E0000

Street\*  
607 MAINE CT

City\*  
LONGWOOD

State\*  
Florida

Zip Code\*  
32750

Owner Names\*  
SEMINOLE B C C

Next

## Step 5: Applicant Information

The Applicant is the party who is submitting the petition.

Examples:

- If you are filing an appeal about the assessment of your home, you can click on the **Use Parcel Address** box, and the mailing address information will auto-populate.
- If you are an unlicensed representative of a taxpayer, fill in the address where you would want notices and decisions to be sent.
- If you are a tax agent or attorney representing taxpayers, fill in the company or agency's mailing address, even if you choose to receive all notices via email.

1. Fill in all the appropriate information and click Next.

Applicant Information

Mailing Address \*

☐ Use parcel address

Street \*

City \*

State \*

Select state

Zip Code \*

The standard way to receive information is through email. Please let us know if you prefer another method. \*

☐ Mail

☒ Email

Please specify your relationship with the property owner \*

I am a representative of the property owner

Who will be attending the hearing? \*

☒ I or another representative will attend the hearing

☐ I will not attend the hearing but would like the evidence considered

Representative Full Name \*

Representative Company Name

Representative Type \*

Select representative type

How would the representative attend the hearing? \*

In person

Please specify any dates you are not available on.

Select date

How much time do you think you will need to present your case. The standard time is 15 minutes.

15

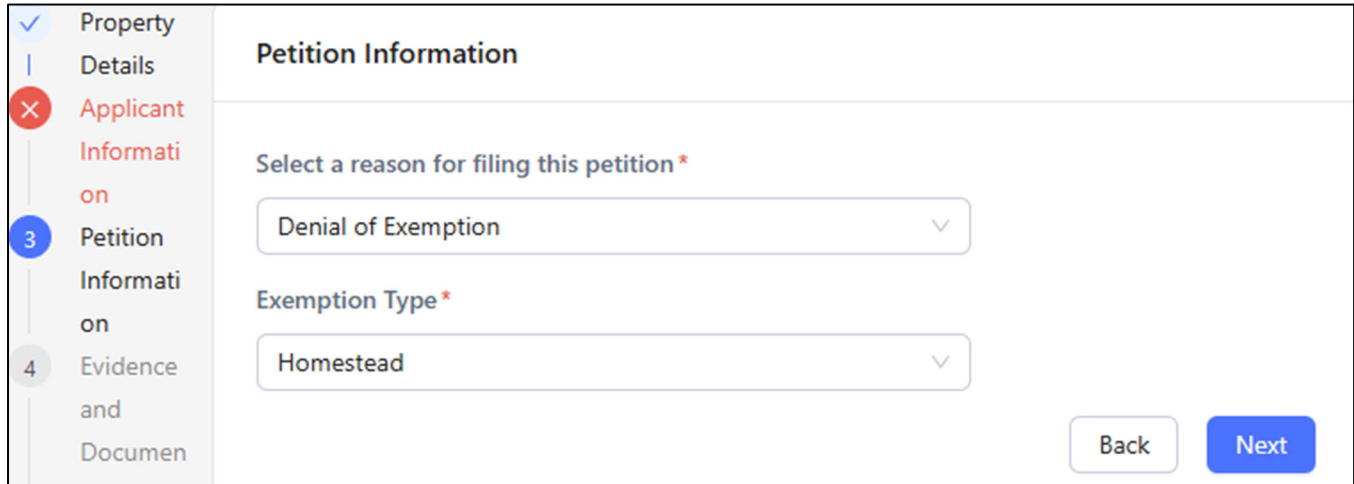
Minutes

Back

Next

## Step 6: Petition Information

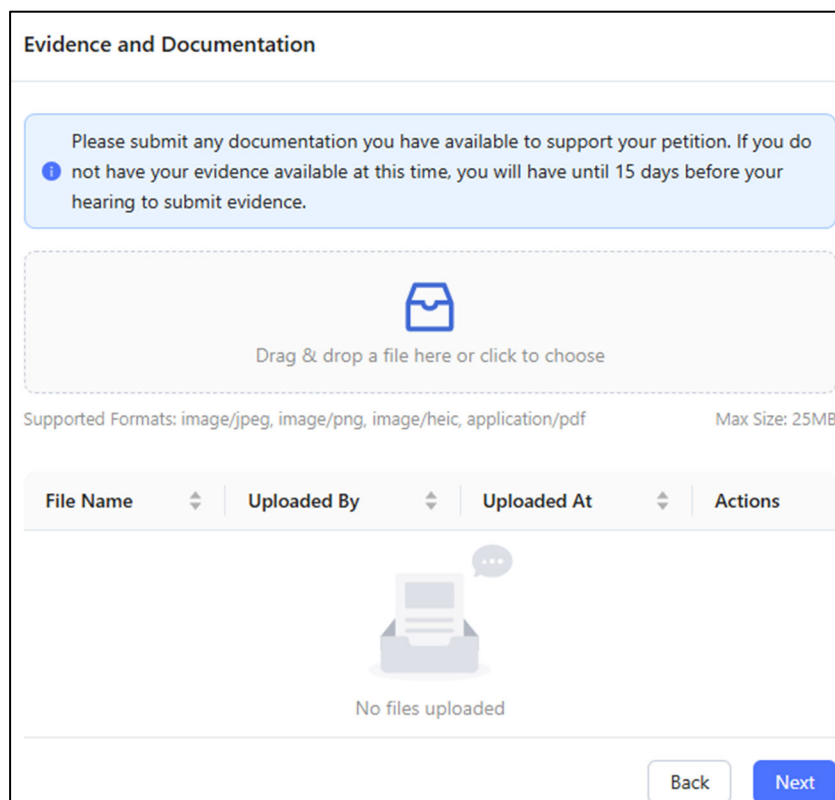
1. Select a reason for filing this petition from the dropdown box.
2. If Exemption is chosen, select the **Exemption Type** from the dropdown box.
3. Click Next.



The screenshot shows a web interface for filing a petition. On the left is a vertical sidebar with five items: 'Property Details' (checked with a blue checkmark), 'Applicant Information' (marked with a red X), 'Petition Information' (highlighted with a blue circle and the number 3), 'Evidence and Documentation' (highlighted with a grey circle and the number 4), and 'Document' (partially visible). The main content area is titled 'Petition Information'. It contains two dropdown menus. The first is labeled 'Select a reason for filing this petition \*' and has 'Denial of Exemption' selected. The second is labeled 'Exemption Type \*' and has 'Homestead' selected. At the bottom right of the form are two buttons: 'Back' and 'Next'.

## Step 7: Evidence and Documentation

1. Upload any supporting documents by Dragging/Dropping them *OR* click to Browse and Choose.
2. Click Next.



The screenshot shows a web interface for uploading evidence and documentation. The title is 'Evidence and Documentation'. Below the title is a light blue informational box with a blue 'i' icon, containing the text: 'Please submit any documentation you have available to support your petition. If you do not have your evidence available at this time, you will have until 15 days before your hearing to submit evidence.' Below this is a large dashed rectangular area for file uploads, containing a blue folder icon and the text 'Drag & drop a file here or click to choose'. Underneath this area, it says 'Supported Formats: image/jpeg, image/png, image/heic, application/pdf' and 'Max Size: 25MB'. Below the supported formats is a table with four columns: 'File Name', 'Uploaded By', 'Uploaded At', and 'Actions'. Each column has a small up/down arrow icon. Below the table is a large area with a grey document icon and a speech bubble icon, with the text 'No files uploaded' below it. At the bottom right of the form are two buttons: 'Back' and 'Next'.

## **Step 8: Payment of Petition Fees**

- A \$50.00 non-refundable fee is required at the time of filing for each parcel.
- The cost to file a single, joint petition is \$50.00 plus \$5.00 for each additional parcel listed on the petition. Joint petitions must be submitted in hard copy since the property appraiser must approve the validity of the submission, whether it is two or more parcels, condos, or tangible personal property accounts.
- Petitions in connection with portability, and denials of homestead exemptions that are late-filed, require a \$15.00 filing fee.
- For more information in connection with filing fees, refer to the Florida Department of Revenue's Administrative Code, Chapter 12D-9.015(7), *OR* you can go to the Clerk's webpage – under Quick Links, and click on **Value Adjustment Board**, and then **Fee Schedule**.

1. If paying by check or money order, choose **Skip Payment** and click Submit.

A check or money order made payable to "Clerk to BCC" must be mailed within 10 days of filing. Go to the Seminole County Clerk of Court webpage for further information to mail in your payment (see below for link).

2. If paying the filing fee by credit card, choose **Pay Online** and click Submit.

The processing fee to file online by our payment partner, Stripe, is set at 3.62% of the total filing fee, and a \$.31 transaction fee is charged by the application.

If you clicked to Pay Online, and decide to then pay by check, click the "back" arrow at the top of the page ← and then click on **Update Payment**, where you can then choose to pay by check or money order.

**Payment Information**

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How would you like to pay? \*

☐ Skip Payment / Pay with Check

☐ Pay Online

LINK TO SEMINOLE COUNTY CLERK OF COURT – VALUE ADJUSTMENT BOARD WEBPAGE:

<https://www.seminoleclerk.org/departments/county-commission-records/value-adjustment-board/>

3. If paying by credit card, you will be taken directly to the Stripe site shown below to pay securely online. Fill out the required information and click Pay.

The screenshot shows the Stripe payment page for the Seminole County Board of County Commissioners. On the left, there's a section for currency selection with options for CA\$23.95 and \$16.70. Below this, the fees are listed: Petition filing fee (\$15.85) and Petition processing fee (\$0.85). On the right, there's a green 'Pay with link' button. Below that, an email field contains 'test@gmail.com'. The payment method section shows card information: 4242 4242 4242 4242, 05 / 29, 232, and a VISA logo. The cardholder name is 'JOHN SMITH'. The billing address is 'United States', '101 Main Street', 'Medford', '02155', 'Massachusetts'. A blue 'Pay' button is at the bottom. A disclaimer states: 'You are now on a secure third-party payment page. Your card will be processed by our authorized payment partner, Stripe.' The footer mentions 'Powered by stripe' and links for 'Terms' and 'Privacy'.

### **Step 9: Upload Evidence (Optional)**

1. After submission of your petition, you can add documents at any time by clicking on **Add Evidence and Documentation** from your petition details page.
2. You will be able to upload evidence or other documentation until the due date notated on Form DR-481, Notice of Hearing, and that date is 15 days prior to your hearing date.
3. See Florida Administrative Code, Department of Revenue, Property Tax Oversight Program, Section 12D-9.020 "Exchange of Evidence" Subsection (1)(a) for further details on the evidence exchange.

The screenshot shows the 'Petitions' page in the Seminole County Online Portal. The page title is 'Seminole County, FL Online Portal | Petitions'. There are links for 'Change County' and 'Account'. The breadcrumb trail is 'Back > Appeals > Petitions > View Petition'. The petition ID is '2025-1010'. There are three buttons: 'Add evidence and documentation' (circled in red), 'Update Payment', and 'Withdraw'. Below this, there's a table with petition details: Created At (August 11, 2025), Petition Status (Submitted), Payment Status (UNPAID), Hearing Status (N/A), Hearing Time (N/A), Hearing Link (N/A), and Decision (N/A). The 'Petition Details' section has a sidebar with 'Property Details', 'Applicant Information', 'Petition Information', and 'Evidence and Documentation'. The 'Property Information' section shows 'Property Type' as 'Residential; 5+ units' and 'Parcel Information'.