



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
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

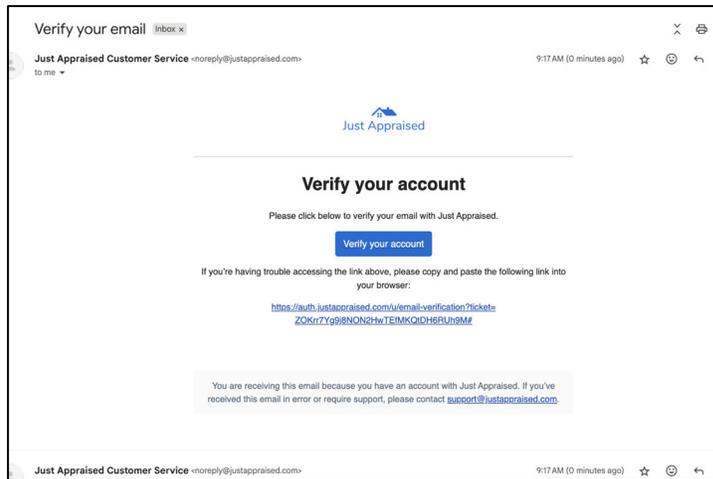
Continue

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

5. You will then receive an email.

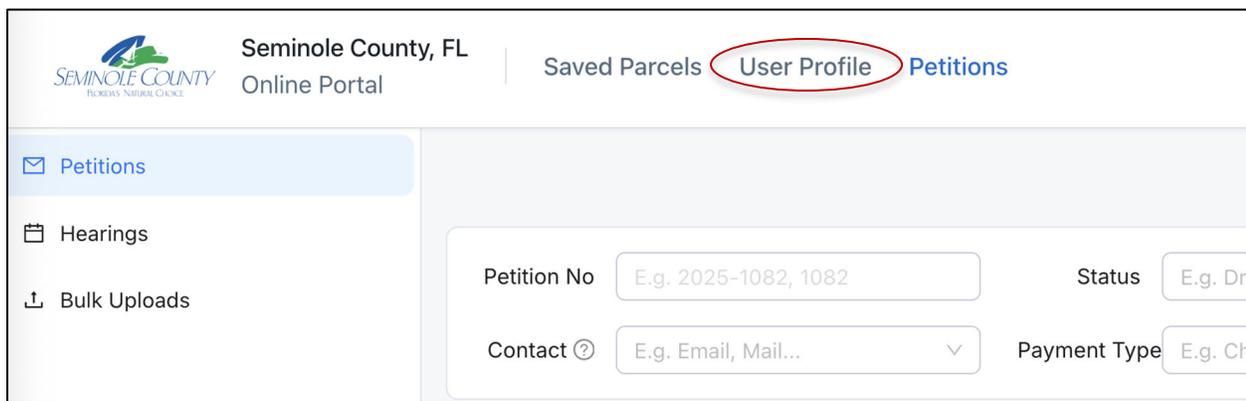
PLEASE NOTE: The same email address should be used to access your account in the future.

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 the "Petitions" profile form. The "Contact Preference" dropdown menu is circled in red. Below it are input fields for "Street", "City", "State" (a dropdown menu), and "Zip". At the bottom, the "Petitioner Type" dropdown menu is also circled in red, and a "Save" button is visible.

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

Step 3: Start a New Petition

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

- 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.

PARCEL NUMBER	PROPERTY STREET ADDRESS	OWNER NAME(S)	PROPERTY CITY
<input type="radio"/> 5213030002A0000	289 E MAINE AVE	REX L JUSTESEN FAMILY TRUS	LONGWOOD
<input type="radio"/> 5213030002B0000	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 application interface for 'Property Details'. On the left is a sidebar with five steps: 1. Property Details (active), 2. Applicant Information, 3. Petition Information, 4. Evidence and Documentation, and 5. Payment. The main content area is titled 'Property Details' and contains several sections:

- Property Type ***: A dropdown menu with the placeholder text 'Select property type'. This field is circled in red.
- Required**: A red text label below the dropdown.
- Parcel Number & Address** and **Tax Account Number**: Two tabs, with 'Parcel Number & Address' selected.
- Search for a parcel and select from the results. Once selected, the details will be shown in the Selected Parcel tab.**: A blue instruction box.
- Search for a Parcel** and **Selected Parcel**: Two tabs, with 'Selected Parcel' selected.
- Parcel Number ***: Input field containing '052130300002E0000'.
- Street ***: Input field containing '607 MAINE CT'.
- City ***: Input field containing 'LONGWOOD'.
- State ***: Dropdown menu showing 'Florida'.
- Zip Code ***: Input field containing '32750'.
- Owner Names ***: Input field containing 'SEMINOLE B C C'. This field is circled in blue.

A blue 'Next' button is located at the bottom right of the form.

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 *

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 *

Who will be attending the hearing? *

Representative Full Name *

Representative Company Name

Representative Type *

How would the representative attend the hearing? *

Please specify any dates you are not available on.

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.

Petition Information

Select a reason for filing this petition *

Denial of Exemption

Exemption Type *

Homestead

Back Next

Step 7: Evidence and Documentation

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

Evidence and Documentation

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.

Drag & drop a file here or click to choose

Supported Formats: image/jpeg, image/png, image/heic, application/pdf Max Size: 25MB

File Name	Uploaded By	Uploaded At	Actions
No files uploaded			

Back 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

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/>

- 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.

Seminole County Board of County Commissioners

Choose a currency:

CA\$23.95 | **\$16.70**

Exchange rate and fees of your bank may apply

Petition filing fee \$15.85
Filing fee for petitions

Petition processing fee \$0.85
Processing fee for petitions

Pay with **link**

Or

Email [Continue with Link](#)
test@gmail.com

Payment method

Card information

4242 4242 4242 4242 **VISA**

05 / 29 232

Cardholder name
JOHN SMITH

Billing address

United States

101 Main Street Clear

Address line 2

Medford 02155

Massachusetts

Pay

You are now on a secure third-party payment page. Your card will be processed by our authorized payment partner, Stripe.

Powered by **stripe** | [Terms](#) [Privacy](#)

Step 9: Upload Evidence (Optional)

- After submission of your petition, you can add documents at any time by clicking on **Add Evidence and Documentation** from your petition details page.
- 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.
- 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.

Seminole County, FL Online Portal | **Petitions** | [Change County](#) | [Account](#)

[Back](#) | [Appeals](#) | [Petitions](#) | [View Petition](#)

2025-1010 | [Add evidence and documentation](#) | [Update Payment](#) | [Withdraw](#)

Created At August 11, 2025	Petition Status Submitted	Payment Status UNPAID	Hearing Status N/A	Hearing Time N/A	Hearing Link N/A	Decision N/A
-------------------------------	-------------------------------------	---------------------------------	-----------------------	---------------------	---------------------	-----------------

Petition Details

- [Property Details](#)
- [Applicant Information](#)
- [Petition Information](#)
- [Evidence and Documentation](#)

Property Information

Property Type
Residential; 5+ units

Parcel Information