



Value Adjustment Board  
Filing A Single Joint Petition for  
Contiguous Undeveloped Parcels,  
or Multiple Parcels Part of an Association  
(s. 194.011(3)(e) or (3)(f), F.S.)

⇒ You must **deliver or mail form DR486MU 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 1800 27<sup>th</sup> Street, Bldg. B, Vero Beach, Florida 32960.

⇒ **To submit your list electronically** contact the Property Appraiser's Office for an e-mail address (772-567-8000). Your electronic list must be in an Excel spreadsheet with folio numbers only in one column, and only assessed values in another column.

**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.

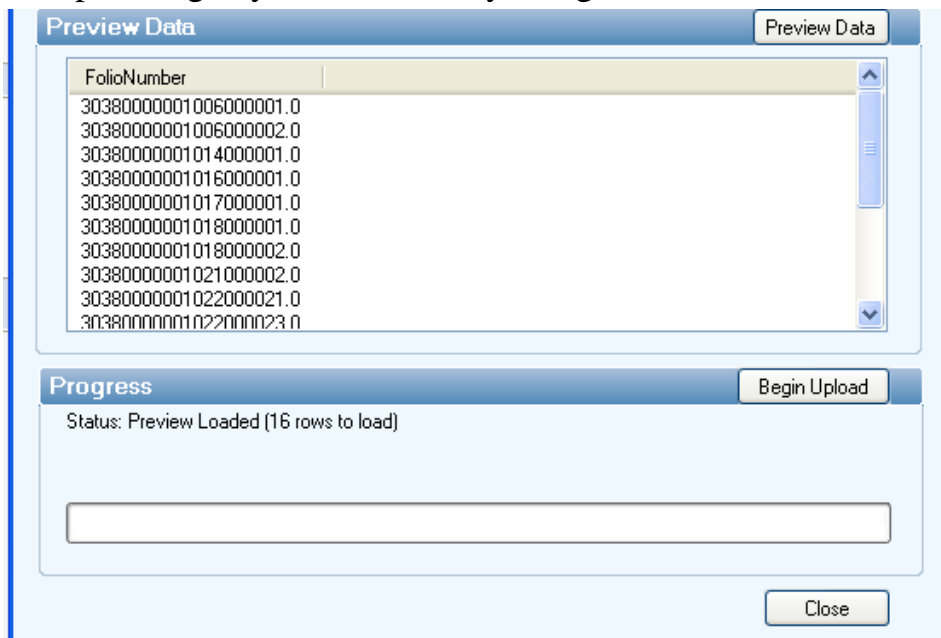
⇒ **The fee** for the first contiguous or multiple parcel is \$15 and subsequent parcels are \$5 each.

**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 AGENT UPLOAD UTILITY

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

1. Agents will need to be granted permission from the VAB office to be setup for this type of filing.
2. Agents will need to provide the VAB with a .txt file that contains parcel Ids only for uploading any non-Portability filings as shown below.



Note: All parcel IDs for individual filings must be contained in one .txt file which will result in a transaction Id and petition number for each parcel ID. All parcel IDs that should be filed together for contiguous filings resulting in one petition number and multiple parcels must be in one .txt file.