

Osceola County Value Adjustment Board
2 Courthouse Square, Office 2707
Kissimmee, Florida 34741
(407) 742-2100
vab@osceolaclerk.org

APPRAISER SPECIAL MAGISTRATE APPLICATION

The Value Adjustment Board (VAB) requires that you submit supporting documentation and the required Department of Revenue (DOR) Training Certificate to the VAB Clerk. Applications received by the VAB Clerk submitted without their corresponding supporting documentation shall be deemed incomplete.

Application and supporting documents must be received by the deadline posted on the Clerk’s website.

Application for: Attorney Special Magistrate
 Appraiser Special Magistrate for:
 Real Property and/or Tangible Personal Property

APPLICANT’S INFORMATION

1. Provide the following information:

Name: _____
Address: _____
Phone (Primary): _____ Phone (Secondary): _____
Email address: _____

DOCUMENTATION REQUIRED

Applicants must include:

- Copy of license referenced below.
- Documentation of membership in professional organizations listed in item #8.
- A writing example, such as an opinion letter or other business-related document that contains at least one page of original material. If you have previously served as a VAB Special Magistrate, please submit one of your recommended decisions as your example. Do not submit a copy of an appraisal as a writing example.
- Prior to your first scheduled hearing date, provide the DOR Training Certificate for the current year. This training is required under section 194.035, F.S., and may be accessed through the DOR website at https://floridarevenue.com/property/Pages/VAB_Training.aspx.

QUALIFICATIONS – LICENSURE/EXPERIENCE

2. Are you an elected or appointed official, employee of Osceola County?
Yes No

3. Are you employed by, or do you hold any office or position in state or local government (i.e., taxing jurisdiction, code enforcement hearing officer, member of a commission or counsel in Osceola County or the State of Florida?) If so, please describe.
Yes No

4. For Attorney Special Magistrate applicant:

Florida Bar Number: _____
Date of admission: _____
Number of years of experience in the area of ad valorem taxation: _____

5. For Appraiser Special Magistrate applicant:

FL Residential Appraiser License #: _____ Valid through: _____
FL General Appraiser License #: _____ Valid through: _____
Number of years of experience in the area of real property valuation: _____
Number of years of experience in the area of tangible property valuation: _____

6. For Tangible Personal Property Special Magistrate applicant:

Membership #: _____ Valid through: _____
Name of Organization: _____
Number of years of experience in the area of tangible property valuation: _____

7. If applicable, list any disciplinary action which you have received from the Florida Real Estate Commission, the Florida Real Estate Appraisal Board, the Florida Bar, any organized association, or the State of Florida.

8. List each organization recognized by the real estate appraisal industry in which you are a designated member (past or present). Also, describe any requirements, education, or experience necessary to obtain each designation.

Organization	Designation	Date received	Member #

9. List the requirements, including experience and education, necessary to obtain each designation listed above.

10. List any experience or specialty that you have for each of following property types:

Residential Real Property	
Commercial Real Property	
Tangible Property	
Other (Please specify)	

11. List any Special Magistrate experience that you have and the dates in which you served. If applicable, explain why you no longer serve as special magistrate in the associated county.

County Served	Dates Served

12. For the current year, list each County and the anticipated dates you plan to provide services.

County	Anticipated Dates

13. List any personal or business relationship (past or present) that you have with the Osceola County Property Appraiser, any member of the Value Adjustment Board, or any associated staff member.

14. List any computer knowledge that you have and the associated number of years for each. Osceola County Value Adjustment Board solely depends on specialized software program (Axia) to conduct hearings and for completion of the written recommendations; assistance with this program is very limited.

15. Provide any additional information which makes you a qualified applicant to serve as Special Magistrate for Osceola County.

16. If appointed to serve in Osceola County, how much time during the workweek would you be available to conduct hearings and complete your recommendations?

- 1 - 8 hours per week 9 - 20 hours per week
 21 - 30 hours per week 31 - 40 hours per week?

17. If appointed to serve in Osceola County, please list all known dates of the 2023 and 2024 calendar years that you will be unavailable to conduct hearings.

18. Will you serve as a hearing officer, other than a VAB Special Magistrate, at any time during the 2023 VAB Cycle? Yes No
19. Do you or will you represent any party before a Value Adjustment Board in the administrative review of property taxes in 2023-2024? Yes No
20. Have you ever been arrested or charged with a crime? Yes No

CERTIFICATION

All Special Magistrates appointed to serve in Osceola County will utilize specialized software program (Axia) for their hearings and for the completion of written recommendations. The VAB Clerk will be able to provide a brief orientation to this software. All appointed Special Magistrates are required to complete all training provided by the Department of Revenue. Osceola County reserves the right to waive any informality or to reject any and all submittals.

The undersigned certified, under penalty of perjury, under the laws of the State of Florida, that all statements contained in this application and any accompanying documentation are true and correct as of the date it bears. I have full understanding that all statements made in this application are subject to investigation and that any false or dishonest answer may be grounds for application denial and/or termination as Special Magistrate with the Osceola County Value Adjustment Board. The undersigned also certifies that they have read and understand the entire content of this application and accept all terms, conditions, and provisions therein. The undersigned acknowledges that, if selected, they will follow all requirements and mandates of law in fulfilling the duties of Special Magistrate to the Value Adjustment Board.

Printed Name of Applicant

Date _____

Signature of Applicant: