

## Osceola County Value Adjustment Board (VAB)

### Telephonic Hearings Procedure

#### Contact Information

Osceola County Value Adjustment Board (VAB)

2 Courthouse Square, Suite 2707

Kissimmee, Florida, 34741

Email: [vab@osceolaclerk.org](mailto:vab@osceolaclerk.org)

Phone: 407-742-2100

WEB: <https://osceolaclerk.com/value-adjustment-board/>

- Petitioner must request telephonic hearing at least 5 days prior to originally scheduled hearing date unless there is an emergency or extenuating circumstance.
- All telephonic hearing requests must be submitted in writing to [vab@osceolaclerk.org](mailto:vab@osceolaclerk.org); by email or US Mail. The request must include the name of the petitioner/agent who will be testifying, the telephone number for the Clerk to call, and the proper authorization for the petitioner/agent of the individual calling in to represent the property owner must be on file with the Clerk of the Board.
- Petitioner's evidence must be exchanged with the Property Appraiser at least 15 days prior to the hearing date.
- Telephonic hearings will be conducted in the Osceola County Administration Building, Lake Runnymede Conference Room, 1st floor of 1 Courthouse Square, Kissimmee, Florida. Speaker phones are available in the room.
- Telephonic hearings are conducted by the Special Magistrate exactly like other hearings and are open to the public.
- All parties and witnesses shall be available at the scheduled hearing time. Since Osceola County hearings are time block scheduled, using a first come, first serve process, petitioners appearing in person at the time of the scheduled hearing block will be heard first; therefore, there could be a waiting period.
- When speaking, parties shall identify themselves to ensure that all parties recognize who is addressing the Special Magistrate at all times.
- The Special Magistrate will conduct the telephonic hearing according to 12D-9 and 12D-10, Florida Administrative Code and the Florida Statutes.