

## Memorandum

To: Value Adjustment Board Clerks and Clerks of Court, Tax Collectors,  
Property Appraisers, and Interested Parties  
From: James McAdams, Director, Property Tax Oversight  
Subject: Draft Rules and Forms  
Date: October 7, 2008

In preparation for the Department's upcoming rule development workshops in Tampa (October 13<sup>th</sup>) and Panama City (October 17<sup>th</sup>), the following draft documents are now available at the following web address:

<http://dor.myflorida.com/dor/property/vabwb/vabrules.html>

Draft Rule Chapter 12D-9 Uniform Rules of Procedure for Hearings before Value Adjustment Boards (updated 10/6/08)

Draft Rule Chapter 12D-10 Composition of the Value Adjustment Board and Requirements for Decisions by Value Adjustment Boards (new)

Draft Alternative Form DR-485A Final Decision of the Value Adjustment Board (updated 10/06/08)

Draft Provisional Form DR-485MAG Recommended Decision of Special Magistrate (updated 10/06/08)

Draft Form DR-485R Value Adjustment Board Remand to Property Appraiser (new)

Draft Form DR-488 Certificate of Value Adjustment Board (updated 10/06/08)

The Department asks that you take the following actions as soon as practicable:

- 1) Forward this memorandum to the VAB attorney, VAB special magistrates and other interested parties.
- 2) Review the draft rules and forms and provide any questions, comments or feedback to [VAB@dor.state.fl.us](mailto:VAB@dor.state.fl.us). All comments, suggestions and feedback will be reviewed and will be made part of the public record of the rule development process.
- 3) Plan to attend the October 13 and/or October 17 rule development workshops if you would like to make public comments in person regarding these draft rules and forms. Additional information about these workshops may be obtained at the following web address:

<http://dor.myflorida.com/dor/property/vabwb/vabrules.html>.

Thank you again for your continued cooperation.