

From: James McAdams
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Date: 5/7/2008 9:04 AM
Subject: VAB Policies, Procedures and Forms

MEMORANDUM:

TO: Value Adjustment Board (VAB) Clerks
FROM: James McAdams, Director, Property Tax Oversight
SUBJECT: VAB Policies, Procedures and Forms
DATE: May 7, 2008

I am writing to request a copy of any policies, procedures and forms used by your county Value Adjustment Board. The Department of Revenue is requesting these documents from all Florida Value Adjustment Boards as an initial step in developing statewide Value Adjustment Board policies and procedures as required by House Bill 909, which was passed by the Legislature on Friday, May 2nd.

While House Bill 909 will not become law until it is signed by the Governor, the Department only has a short period of time in which to develop these statewide Value Adjustment Board policies and procedures. Therefore, in anticipation of this bill becoming law, we request that you send us a copy of your policies, procedures and forms no later than May 16th. Electronic documents may be e-mailed to vab@dor.state.fl.us. Paper copies may be sent to:

Florida Department of Revenue
Property Tax Oversight
Attn: Claudia Kemp
725 S. Calhoun St.
Tallahassee, FL 32399-0100

If you have any questions, please contact Claudia Kemp, Technical Assistance Manager, at (850) 488-4436, or e-mail her at KempC@dor.state.fl.us.

Thank you for your cooperation and assistance.