

**Pasco County Value Adjustment Board (VAB)
Request for Electronic Hearing**

To request an electronic hearing, complete this form and submit it 10 days prior to your scheduled hearing.

If requesting an electronic hearing for more than one petition, please write "multiple petitions" on both the "Petition Number" and "Taxpayer Name" lines and attach a list of all petition numbers and associated taxpayer names to this form.

Petition Number: _____

Taxpayer Name on the petition filed: _____

Hearing Date: _____ OR indicate **I have not been scheduled yet.**

Please initial below to indicate you have read each statement:

_____ I understand the Special Magistrate Hearing will be conducted via Microsoft Teams.

_____ I understand both my petition number and taxpayer name must be visible in Microsoft Teams to enter my hearing.

_____ I understand a hard-copy of my evidence, labeled with my petition number, must be received (not post-marked) by the Clerk's Office **five (5)** days prior to my scheduled hearing in order for the evidence to be included in the record before the Special Magistrate.

In person drop-off locations:

Board Records Division
East Pasco Government Center
14236 6th Street, Suite 201
Dade City, FL 33523

Official Records Division
West Pasco Government Center
8731 Citizens Drive, Suite 220
New Port Richey, FL 34654

Mailed drop-off locations:

Value Adjustment Board
c/o Board Records Division
East Pasco Government Center
14236 6th Street, Suite 201
Dade City, FL 33523

_____ I understand that submitting my evidence to the Clerk is not the same as submitting the evidence to the Property Appraiser as required by the Rules. The Clerk is **NOT** responsible for submitting my evidence to the Property Appraiser. It is my responsibility.

Please print the name of the requestor: _____

Signature of the Taxpayer/Authorized Representative: _____

Internal Use Only

Electronic Hearing Request	Evidence Received	Timely evidence:
Date received:	Date received:	Request:

_____, Deputy Clerk