

**APPRAISER SPECIAL MAGISTRATE INFORMATION SHEET**

**Instructions: Please TYPE or PRINT LEGIBLY. When submitting this form with your resume, it is not necessary to include a cover letter. Enclosed is a copy of the application to be forwarded to the Pasco County Value Adjustment Board (VAB) for the 2019 tax year. COMPLETED APPLICATIONS MUST BE RECEIVED IN OUR OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY, JUNE 21, 2019.**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NUMBER OF YEARS EXPERIENCE AS AN APPRAISER:

REAL PROPERTY VALUATION: \_\_\_\_\_

TANGIBLE PROPERTY VALUATION: \_\_\_\_\_

DO YOU HAVE VAB EXPERIENCE HEARING:

\_\_\_\_\_ TANGIBLE PERSONAL PROPERTY PETITIONS

\_\_\_\_\_ ONE TO FOUR UNIT VALUATIONS AS A FLORIDA CERTIFIED RESIDENTIAL APPRAISER

\_\_\_\_\_ ANY TYPE OF REAL PROPERTY VALUATIONS AS A FLORIDA CERTIFIED GENERAL APPRAISER

NUMBER OF YEARS EXPERIENCE AS A SPECIAL MAGISTRATE \_\_\_\_\_

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**Initial all items as an acknowledgment:**

\_\_\_\_\_ I do not have any potential conflicts of interest or conflicts of interest the Board should be advised of prior to appointment.

\_\_\_\_\_ **Attendance at the Special Magistrate Orientation session is mandatory.** Compensation is approved.

\_\_\_\_\_ Attendance at the Value Adjustment Board meetings may be requested where recommendations are being approved.

\_\_\_\_\_ Must be a **FLORIDA CERTIFIED RESIDENTIAL APPRAISER** to hear real property valuations of one to four units and/or a **FLORIDA CERTIFIED GENERAL APPRAISER** for any type of real property valuations with a minimum of five years experience.

\_\_\_\_\_ Must complete Department of Revenue Special Magistrate Training for the 2019 tax year (at own expense) and produce a DOR Statement of Completion prior to conducting hearings.

\_\_\_\_\_ Hearings will be conducted by qualified Special Magistrates, with five years experience, as outlined in F.S.194.035, for periods beginning as early as 8:00 a.m. and ending when the last scheduled hearing is completed (normally 5:00 p.m. or shortly thereafter) in both New Port Richey and Dade City.

\_\_\_\_\_ At the conclusion of the hearings, Recommended Decision should be completed and submitted **no later than 25 business days after each scheduled hearing.**

\_\_\_\_\_ Compensation is not provided for lunch periods, additional training, mileage, parking, postage, or other expenses. The compensation is \$125.00 per hour for presiding over scheduled hearings and deliberating results, findings of facts, and conclusions of law.

\_\_\_\_\_ 12D-9.010(4)(c) During a tax year in which a Special Magistrate serves, he or she must not represent any party before the board in any administrative review of property taxes.

\_\_\_\_\_ This document and any material submitted will become part of the Public Record.

\_\_\_\_\_ If appointed a special magistrate I will adhere to 12D-9.022 relating to disqualification or recusal.

\_\_\_\_\_ At the conclusion of the contract I will return all public records to the Clerk of the Board for the Value Adjustment Board.

Understanding the above information, I wish to be considered for appointment as a Special Magistrate by the VALUE ADJUSTMENT BOARD of Pasco County, Florida.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SPECIAL MAGISTRATE APPLICATION  
VALUE ADJUSTMENT BOARD**

(APPLICANTS MUST MEET QUALIFICATIONS OUTLINED IN [FLA. STAT. § 194.035](#))

Please type or print. If more space is needed, attach additional sheets. *Applicants may supplement their application with a resume. However, a resume cannot be used in lieu of an application.*

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

If appointed, how much time would you be available to conduct hearings and complete your recommendations?  
 1 to 8 hours per week;  9 to 20 hours per week;  21 to 30 hours per week;  31 to 40 hours per week.

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Phone: Home/ \_\_\_\_\_ Business/ \_\_\_\_\_ Cell/ \_\_\_\_\_  
Fax: \_\_\_\_\_

**DOCUMENTATION REQUIRED**  
*Verification of qualifications will be made prior to consideration of this application, pursuant to FS 194.035.*

- Copy of license referenced below.
- Documentation to support membership in professional organizations listed in item #6.
- A writing sample, which may consist of an opinion letter or other business-related documentation that contains one or more written pages of original material. **If you have served as a special magistrate previously, please submit a recommended decision as your sample.** Do not submit a copy of an appraisal as a writing sample.
- Prior to conducting hearings, all applicants are required under Fla. Stat. § 194.035 to certify completion of the current year training provided by the Department of Revenue. To obtain the training, go online to the Department’s website at <http://dor.myflorida.com/dor/property/vab/training.html>. Return your completion certificate to the VAB clerk.
- Enrollment at <http://www.uscis.gov/e-verify> if required by specific county.

**L I C E N S U R E / E X P E R I E N C E**

**Attorney Magistrate Applicant:** Bar Number: \_\_\_\_\_ Date of Admission: \_\_\_\_\_  
How many years of experience do you have in the area of ad valorem taxation: \_\_\_\_\_

**Appraiser Magistrate Applicant:** Residential Appraiser License #: \_\_\_\_\_ Valid Thru: \_\_\_\_\_  
General Appraiser License #: \_\_\_\_\_ Valid Thru: \_\_\_\_\_  
How many years of experience do you have in the area of real property valuation: \_\_\_\_\_  
How many years of experience do you have in the area of tangible property valuation: \_\_\_\_\_

**Q U A L I F I C A T I O N / E X P E R I E N C E**

1. Educational Background

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**SPECIAL MAGISTRATE APPLICATION  
VALUE ADJUSTMENT BOARD**

(APPLICANTS MUST MEET QUALIFICATIONS OUTLINED IN [FLA. STAT. § 194.035](#))

2. If you currently or previously have served as a special magistrate, please provide the municipality or county and dates served.

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3. Have you ever been dismissed, terminated or denied appointment as a special magistrate for poor or improper performance?  No  Yes (please explain)

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4. List any additional information which makes you qualified to serve as a special magistrate. Also provide name and contact information of at least two individuals who can attest to your years of experience in ad valorem taxation, tangible personal property or real property appraisals.

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5. If no set schedule of fees is established for the county to which you are applying, describe your schedule of fees to be charged the board on a one-hour basis.  I accept the board's schedule of fees; or  Schedule of fees required: \_\_\_\_\_

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6. List each organization, recognized by the real estate appraisal industry or the professionals in that field, in which you are currently or have previously been a designated member:

ORGANIZATION	DESIGNATION	DATE	MEMBER #

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

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8. Have you ever been disbarred, suspended or received any other disciplinary action from any organized association, or from the State of Florida?  No  Yes (please explain)

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9. If applicable, describe experience you have appraising tangible property:

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(APPLICANTS MUST MEET QUALIFICATIONS OUTLINED IN [FLA. STAT. § 194.035](#))

10. List any experience and/or specialty for the following property types:

PROPERTY TYPE	EXPERIENCE/SPECIALTY
Residential Real Property	
Commercial Real Property	
Tangible Property	
Other (please specify)	

11. List any personal or business relationship you have ever had with any officer or employee of the office of the property appraiser, office of the clerk of the circuit court, office of the county attorney or the value adjustment board of any of the counties to which you are applying:

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12. List any clubs, organizations, associations, or other entities to which you belong or participate in and in which a possible conflict of interest could occur or the appearance of a conflict of interest might arise that would prevent you from fairly conducting the hearing between the property appraiser and the property owner and taxpayer.

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13. Explain your level of knowledge and experience with computers and list the applications you are familiar with, including Axia.

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**CERTIFICATION**

Pursuant to Fla. Stat. § 194.035, a person cannot serve as a special magistrate if he/she is an elected or appointed official of a county, a taxing jurisdiction, or the state; is an employee of a county, a taxing jurisdiction, or the state; or in the same tax year that he/she services the Board as a special magistrate, represents a party before the Board in any administrative review of property taxes.

Are you an elected or appointed official of a county, a taxing jurisdiction, or the state?  Yes  No

Are you an employee of a county, a taxing jurisdiction, or the state?  Yes  No

If yes, please provide details: \_\_\_\_\_

*The undersigned certifies, under penalty of disqualification from consideration, that each item contained in this application, or any other document furnished by or on behalf of the applicant is true and complete as of the date it bears. The undersigned authorizes the Value Adjustment Board to obtain information from other sources to verify each item contained herein. The undersigned acknowledges that, if selected, he/she will follow all requirements and mandates of law in fulfilling the duties of special magistrate.*

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Applicant