



**To:** Value Adjustment Board Petitioners

**Re:** Property Tax Exemption Denial – Request for Evidence

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This memorandum serves as the Property Appraiser's formal request for you to provide us with all evidence you plan to present at your hearing.

**Request for evidence, please provide the following:**

- Copies of utility bills from the homestead address (water, electric, telephone, cable, etc.) from December 2021 through March 2022 or a letter from the utility provider including account holder's names, dates of service, and consumption.
- For Homestead Exemption petitioners, any documents proving your permanent residency at the homesteaded address in question, including but not limited to: official correspondence from any other jurisdictions confirming the cancellation of benefits based on permanent residency, confirmation of your child's enrollment in a Brevard County school, copies of your current Florida driver's license, voters card, vehicle registrations, copies of Federal or out of-state tax returns, post office records, w2 or other employment records, military orders, or any other documents establishing residency at the homestead address.
- For or non-profit petitioners, all documents that memorialize the ownership and use of the property as of January 1, 2022.
- Any other evidence the petitioner deems pertinent.

You must provide copies of your evidence to the Property Appraiser at least 15 days before your hearing date. You should also have a duplicate set of evidentiary material available the day of your hearing to provide to the Special Magistrate.

You may request copies of all Property Appraiser evidence to be provided to you no later than seven days before the Board hearing. However, if you fail to provide your evidence to this office 15 days prior to the hearing, the Property Appraiser is not required to provide with our evidence.

If you want the Property Appraiser to provide you with our evidence, you must request this in writing. The Property Appraiser will provide you with copies of our evidence at least seven days before the hearing. However, if you do not first provide your evidence to the Property Appraiser at least 15 days before the hearing, the Property Appraiser is not required to provide you with our evidence.