



CLERK OF THE CIRCUIT COURT
MONROE COUNTY

BRANCH OFFICE
MARATHON SUB COURTHOUSE
3117 OVERSEAS HIGHWAY
MARATHON, FLORIDA 33050
TEL. (305) 289-6027
FAX (305) 289-1745

MONROE COUNTY COURTHOUSE
500 WHITEHEAD STREET, SUITE 101
KEY WEST, FLORIDA 33040
TEL. (305) 292-3550
FAX (305) 295-3663

BRANCH OFFICE
PLANTATION KEY
GOVERNMENT CENTER
88820 OVERSEAS HIGHWAY
PLANTATION KEY, FLORIDA 33070
TEL. (305) 852-7145
FAX (305) 852-7146

Re: *Value Adjustment Board*

Dear Petitioner,

The Monroe County Clerk's Office will be responsible for processing your petition. Our office can not assist you with filling out the petition or with any advice on what to submit in support of your petition. Instructions for completing the form can be found on the petition itself. Once you have completed the petition form you can either hand deliver it to one of our offices; Key West, Marathon or Plantation Key; mail to PO Box 1980, Key West FL 33041-1980; or overnight delivery to 500 Whitehead Street, Suite 101, Key West FL 33040. *There is a \$15.00 filing fee, per parcel, unless you are appealing the disapproval for Ad Valorem Tax exemption including the denial of homestead exemption, by the Property Appraiser.*

Once the petition is received, it will be processed, and a copy will be forwarded back to you and to the Property Appraiser's Office. *Note: it is very important that you provide the proper mailing address to avoid any processing delays.*

The Clerk's Office is responsible for scheduling the Organizational and Final Meeting of the Value Adjustment Board, scheduling of the Special Magistrate Hearings and processing of any additional paperwork that you submit.

After the Organizational Meeting is held, late September/early October, you will be scheduled for your Special Magistrate hearing. In the meantime, you may have had correspondence with the Property Appraiser's Office and find that you no longer wish to proceed. Should this occur and you wish to withdraw your petition, you may do so by e-mailing your request to: phancock@monroe-clerk.com; by fax (305) 295-3663 or by mailing through the above-mentioned addresses. (Please do not fax or e-mail additional paperwork with regard to your petition as this would cause an overload on both systems).

Attached are some questions and answers that you may find helpful to the process. Should you have any questions with regard to the scheduling process or where our offices in the Middle or Upper Keys are located please feel free to contact our office at (305) 295-3130.

Sincerely,
Pamela G. Hancock, D.C.
to the Value Adjustment Board