

**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.
- **Future special magistrates commit to renew their licenses when applying as a special magistrate with Leon County.**
- 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: _____

QUALIFICATION/EXPERIENCE

1. Educational Background

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

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

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.

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: _____

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:

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)

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