



Clerk of the Circuit Court & Comptroller

Office of Gary J. Cooney, Clerk & Comptroller

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LAKE COUNTY VALUE ADJUSTMENT BOARD SPECIAL MAGISTRATE APPLICATION

(APPLICANTS MUST MEET QUALIFICATIONS OUTLINED IN [F.S. § 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 (indicate which type(s) below):
 Real Property and/or Tangible Personal Property

Name: _____
Business Name: _____
Home Address: _____
Business Address: _____
Phone: Home: _____ Business: _____ Cell: _____
Email: _____ Fax: _____

LICENSURE / EXPERIENCE

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:

Appraiser License Number: _____ 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: _____

QUALIFICATIONS / EXPERIENCE

1. Educational Background:

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.

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

Organization	Designation	Date	Member No.

6. 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)

7. 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)	

8. 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 in the State of Florida?

9. 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.

10. Explain your level of knowledge and experience with computers and list the applications you are familiar with. Lake County uses the Just Appraised platform. Magistrates will use Just Appraised to view documentation and evidence during hearings as well as to submit recommended decisions or remands.

11. Other than as a special magistrate to the VAB, will you be serving as a hearing officer for any governmental entity during the 2026 VAB season? If so, for whom?

12. Please state your hourly rate requirements, inclusive of mileage, meals, travel, research expenses, or other expenses whatsoever. Other than the hourly rate, the Special Magistrate will not be entitled to payment for any expenses, fees, or other costs.

CERTIFICATION

Pursuant to F.S. § 194.035, a person cannot serve the Board as a special magistrate in the same year that 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 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? No Yes

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

Will you be representing a party before the Board in any administrative review of property taxes? No Yes

If yes, please provide details: _____

DOCUMENTATION REQUIRED

Please attach the following documentation with your application:

- Copy of current Resume.
- Copy of license referenced above.
- Documentation to support membership in professional organizations listed in item #5 above.

Prior to conducting hearings, all applicants are required under F.S. § 194.035 to certify completion of the current year training provided by the Department of Revenue. Additionally, the Lake County VAB requests that all appointees pass the corresponding DOR exam and provide proof of the same. To receive the training and take the corresponding exam, go online to the Department’s website at http://floridarevenue.com/property/Pages/VAB_Training.aspx

Please return your VAB Training completion certificate and proof of passing exam score to the VAB clerk at: VAB-Clerk@LakeCountyClerkFL.gov.

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