

## LEE COUNTY VALUE ADJUSTMENT BOARD

### LIST OF APPROVED LOCAL FORMS

VAB Form	VAB Form Name	Orig VAB Approval	Last Revised Date	Notes
ASP	Affidavit for Sworn Party (Telephonic Hearing)	11/10/10	08/12/11	
ASW	Affidavit for Sworn Witness (Telephonic Hearing)	11/10/10	08/12/11	
CDR	Hearing Clerk's Daily Report	06/10/10	06/05/13	
CRS	Hearing Clerk's Special Magistrate Rating Sheet	03/13/14	N/A	
DEF	Deferral of Special Magistrate Decision	06/15/09	06/10/10	
DHA	Daily Hearing Agenda and Sign-In Sheet	06/10/10	08/12/11	
EAH	Evidence Presented/Considered at Hearing	06/05/13	N/A	
ERS	Evidence Receipt Stamp	06/10/10	08/12/11	
HPI	Hearing Participants' Information	06/05/13	N/A	
RES	Request to Reschedule Petition(s) at Hearing	06/10/10	06/05/13	
RRF	Request to Reschedule Future Hearing Date	08/12/11	06/05/13	
RTI	Response to Interest	06/28/12	06/05/13	
SMA	Special Magistrate Application	03/13/14	06/09/14	
SME	Special Magistrate Performance Review	03/13/14	N/A	
SMS-13	Invoice for SM Services	06/05/13	N/A	Replaced SMS-12
SMT	Special Magistrate Termination Letter	04/28/09	06/05/13	
VLH	VAB Letterhead	06/15/11	06/09/14	
WD2	Record of Multiple Petitions Withdrawn/Settled	06/10/10	08/12/11	

## LEE COUNTY VALUE ADJUSTMENT BOARD

### OTHER APPROVED LOCAL FORMS/MANUALS AVAILABLE ON THE VAB WEBSITE

ECU	Petition Entry Clerk Axia User Manual	08/12/11	N/A	View under "VAB Local Manuals"
ELS	<del>Uniform Evidence List and Summary</del>	<del>06/15/09</del>	<del>06/28/12</del>	Discontinued as of 12/09/13
ISP-12	Information about the Value Adjustment Board Process	06/28/12	N/A	View under "VAB Information Booklet"
RCC	Request to Comment at VAB Meeting	06/15/09	06/28/12	View under "VAB Public Comment Information"
SMI	General Instructions/Information for Special Magistrates	06/10/10	06/05/13	View under "VAB Local Manuals"
SMP	Overview of the Rules of Procedure for VAB Hearings	08/12/11	N/A	View under "VAB Local Manuals"
SMU-11	Special Magistrate Axia User Manual	08/12/11	N/A	View under "VAB Local Manuals"

## Affidavit for Sworn Party

Re: Lee County Value Adjustment Board  
Petition Number: \_\_\_\_\_

State of \_\_\_\_\_  
County of \_\_\_\_\_

I hereby swear and affirm that all statements made by me, \_\_\_\_\_, party in the above referenced Lee County Value Adjustment Board Petition, were the truth and nothing but the truth, during the telephonic hearing held in Value Adjustment Board Hearing Room A, on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ A.M. for the above referenced Lee County Value Adjustment Board Petition.

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who produced \_\_\_\_\_ as identification, or who is personally known to me, and who by me was duly sworn, states that his/her testimony during the hearing for above referenced Lee County Value Adjustment Board Petition was the truth and nothing but the truth. In witness my hand and official seal this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

SEAL:

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## Affidavit for Sworn Witness

Re: Lee County Value Adjustment Board  
Petition Number: \_\_\_\_\_

State of \_\_\_\_\_  
County of \_\_\_\_\_

I hereby swear and affirm that all statements made by me, \_\_\_\_\_, witness in the above referenced Lee County Value Adjustment Board Petition, were the truth and nothing but the truth, during the telephonic hearing held in Value Adjustment Board Hearing Room A, on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ A.M. for the above referenced Lee County Value Adjustment Board Petition.

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who produced \_\_\_\_\_ as identification, or who is personally known to me, and who by me was duly sworn, states that his/her testimony during the hearing for above referenced Lee County Value Adjustment Board Petition was the truth and nothing but the truth. In witness my hand and official seal this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

SEAL:

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**LEE COUNTY VALUE ADJUSTMENT BOARD**

**HEARING CLERK'S DAILY REPORT**

**HEARING CLERK INFORMATION**

CLERK'S NAME		TODAY'S DATE:	
TIME LEFT OFFICE:		TIME ARRIVED AT CONSTITUTIONAL COMPLEX:	
TIME AM HEARINGS BEGAN:		TIME AM HEARINGS RECESSED	
TIME LUNCH BEGAN		TIME LUNCH ENDED:	
TIME PM HEARINGS BEGAN		TIME PM HEARINGS ENDED	
TIME LEFT CONSTITUTIONAL COMPLEX:		TIME BACK AT OFFICE:	
NO. OF ROUND TRIPS BETWEEN OFFICE AND CONSTITUTIONAL COMPLEX:			

**SPECIAL MAGISTRATE INFORMATION**

SPECIAL MAGISTRATE NAME:		SPECIAL MAGISTRATE RECEIVED A CD OR ELECTRONIC FILES? (SPECIFY WHICH) YES/NO	
SPECIAL MAGISTRATE ARRIVED:		MAGISTRATE'S RECESS:	
ADJOURNMENT:		SPECIAL MAGISTRATE LEFT:	

**OTHER INFORMATION**

NOTE ANY SPECIAL OR UNUSUAL CIRCUMSTANCES ABOUT TODAY'S HEARINGS
------------------------------------------------------------------

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**LEE COUNTY VALUE ADJUSTMENT BOARD**

**HEARING CLERK'S DAILY REPORT**

**HEARING NOTES**

Petition No:		Value Presented by PAO	
Petitioner Present:		Add'l Petitioner Evidence? (Y/N) Admissible? (Y/N)	
Agent Present:		Add'l PAO Evidence? (Y/N) Admissible? (Y/N)	
PAO Rep 1		Withdrawn/Resolved (Y/N)	
PAO Rep 2		Deferred/Remanded (Y/N)	
SM Recommendation:	Grant	Deny	Reserve

Petition No:		Value Presented by PAO	
Petitioner Present:		Add'l Petitioner Evidence? (Y/N) Admissible? (Y/N)	
Agent Present:		Add'l PAO Evidence? (Y/N) Admissible? (Y/N)	
PAO Rep 1		Withdrawn/Resolved (Y/N)	
PAO Rep 2		Deferred/Remanded (Y/N)	
SM Recommendation:	Grant	Deny	Reserve

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Petitioner Present:		Add'l Petitioner Evidence? (Y/N) Admissible? (Y/N)	
Agent Present:		Add'l PAO Evidence? (Y/N) Admissible? (Y/N)	
PAO Rep 1		Withdrawn/Resolved (Y/N)	
PAO Rep 2		Deferred/Remanded (Y/N)	
SM Recommendation:	Grant	Deny	Reserve

Petition No:		Value Presented by PAO	
Petitioner Present:		Add'l Petitioner Evidence? (Y/N) Admissible? (Y/N)	
Agent Present:		Add'l PAO Evidence? (Y/N) Admissible? (Y/N)	
PAO Rep 1		Withdrawn/Resolved (Y/N)	
PAO Rep 2		Deferred/Remanded (Y/N)	
SM Recommendation:	Grant	Deny	Reserve

Petition No:		Value Presented by PAO	
Petitioner Present:		Add'l Petitioner Evidence? (Y/N) Admissible? (Y/N)	
Agent Present:		Add'l PAO Evidence? (Y/N) Admissible? (Y/N)	
PAO Rep 1		Withdrawn/Resolved (Y/N)	
PAO Rep 2		Deferred/Remanded (Y/N)	
SM Recommendation:	Grant	Deny	Reserve



**LEE COUNTY VALUE ADJUSTMENT BOARD  
DEFERRAL OF DECISION BY SPECIAL MAGISTRATE**

SPECIAL MAGISTRATE: \_\_\_\_\_ HEARING DATE: \_\_\_\_\_

Petition Number: \_\_\_\_\_ Parcel Number \_\_\_\_\_

Petitioner/Agent Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Property Appraiser Representative: \_\_\_\_\_ Signature: \_\_\_\_\_

In accordance with the provisions of F.A.C. Rule 12D-9.025(6), the parties to this petition have agreed to leave the hearing record open to allow for collection and submission of additional relevant and credible evidence for consideration by the Special Magistrate, with copies to be provided simultaneously to the VAB Clerk for the Special Magistrate and to the other party. The parties have further agreed that the Special Magistrate is authorized to consider such evidence without further hearing, unless the property appraiser seeks to present additional evidence that was unexpectedly discovered and that would increase the assessment.

Additional Evidence to be submitted by Petitioner:

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Deadline for submittal by Petitioner: \_\_\_\_\_

Additional Evidence to be submitted by Property Appraiser

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Deadline for submittal by Property Appraiser: \_\_\_\_\_

Send Information to VAB Clerk for Special Magistrate at: InfoVAB@leeclerk.org

Send information to Petitioner/Agent at: \_\_\_\_\_

Send information to Property Appraiser at: \_\_\_\_\_

\_\_\_\_\_  
Special Magistrate Signature

Copies of this form to be provided to VAB Clerk, Petitioner/Agent, Property Appraiser Representative, and Special Magistrate.

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LEE COUNTY VALUE ADJUSTMENT BOARD  
 HEARING AGENDA PETITIONER SIGN-IN  
 (Hearing Date) - ROOM (Room Code)  
 SPECIAL MAGISTRATE - (Special Magistrate Name)

AS OF (Print Date)

Pet No	Parcel No	DOR	PAO Rep	Hearing Time	Owner Name	Petitioner/Agent Name	Time Requested	Time Allowed	Petitioner Sign In

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**LEE COUNTY VALUE ADJUSTMENT BOARD**

**EVIDENCE PRESENTED/CONSIDERED AT HEARING**

Petition No(s) \_\_\_\_\_ Hearing Date: \_\_\_\_\_

Special Magistrate \_\_\_\_\_ VAB Hearing Clerk \_\_\_\_\_

Petitioner/Agent: \_\_\_\_\_ PAO Analyst: \_\_\_\_\_

<b>Petitioner's Evidence - Use additional sheets if necessary</b>						
<b>Exh #</b>	<b>Brief Description</b>	<b>Submitted timely? (Y/N)</b>	<b>In Axia before hearing? (Y/N)</b>	<b>Scanned at hearing? (Y/N)</b>	<b>Admissible? (Y/N)</b>	<b>Why/why not?</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

<b>Property Appraiser's Evidence - Use additional sheets if necessary</b>						
<b>Exh #</b>	<b>Brief Description</b>	<b>Submitted timely? (Y/N)</b>	<b>In Axia before hearing? (Y/N)</b>	<b>Scanned at hearing? (Y/N)</b>	<b>Admissible? (Y/N)</b>	<b>Why/why not?</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**LEE COUNTY VALUE ADJUSTMENT BOARD  
FACSIMILE OF STAMP FOR RECEIPT OF EVIDENCE**

<b>PETITION NO.</b> _____	<b>VAB Clerk</b> _____
<b>Evidence Submitted By:</b> _____ <b>Petitioner</b>	_____ <b>PAO Analyst</b>
<b>DATE HERE</b>	
<b>SM has considered this Evidence:</b>	
_____ <b>Admissible</b>	_____ <b>Inadmissible</b>

Shown larger than actual size.

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**LEE COUNTY VALUE ADJUSTMENT BOARD  
REQUEST TO RESCHEDULE PETITION(S) AT HEARING**

**NOTE: TO BE USED ONLY BY THE SPECIAL MAGISTRATE AT THE SCHEDULED HEARING.  
TO REQUEST THE RESCHEDULE OF A FUTURE HEARING DATE, PLEASE USE FORM RRP.**

**TODAY'S HEARING DATE:** \_\_\_\_\_ **SPECIAL MAGISTRATE:** \_\_\_\_\_

Petition No(s): \_\_\_\_\_

Party requesting reschedule: \_\_\_Petitioner \_\_\_Property Appraiser \_\_\_Special Magistrate

Petitioner/Agent Name: \_\_\_\_\_

Property Appraiser Representative: \_\_\_\_\_

I/we request that the hearing(s) for the above petition(s), scheduled to be heard this date be re-scheduled to another hearing date for the following reason(s):

\_\_\_\_\_ The Property Appraiser did not provide evidence to petitioner per requirements of F.A.C. 12D-9.020(2)(c) and F.S. 194.011(4)(b) - Evidence Exchange  
(Please attach proof that petitioner complied with F.A.C. 12D-9.020(2)(a) and F.S. 194.011(4)(a) - Evidence Exchange)

\_\_\_\_\_ There is, or appears to be, a conflict of interest that requires the Special Magistrate to recuse himself/herself from hearing the petitions.  
(Please provide a description of the conflict or perceived conflict.)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Other: Please describe in detail

\_\_\_\_\_  
\_\_\_\_\_

The requesting party will contact the VAB Clerk, within 2 days, at 239-533-2328 or InfoVAB@leeclerk.org to arrange an appropriate date for the re-scheduled hearing(s).

\_\_\_\_\_  
Signature of Petitioner/Agent

\_\_\_\_\_  
Signature of Property Appraiser Representative

\_\_\_\_\_  
Signature of Special Magistrate

Copies of this completed request should be provided to:

- \_\_\_\_\_ Hearing Clerk,
- \_\_\_\_\_ Special Magistrate
- \_\_\_\_\_ Petitioner
- \_\_\_\_\_ Property Appraiser representative

**LEE COUNTY VALUE ADJUSTMENT BOARD  
REQUEST TO RESCHEDULE FUTURE PETITION HEARING DATE**

Date of Request: \_\_\_\_\_ Date Received at VAB Office \_\_\_\_\_

If this request is not sent so as to be received at least five (5) days before the scheduled hearing date, please check Reason No.2 and complete the "Good Cause" statement at the bottom of the form.

Petitioner/Agent Name or PAO Rep Name: \_\_\_\_\_

Petition No(s): \_\_\_\_\_

Original Scheduled Hearing Date/Time: \_\_\_\_\_

Preferred Re-schedule dates: \_\_\_\_\_

I/we request that the hearing(s) for the above petition(s) be re-scheduled to a different hearing date for the following reason(s):

1. \_\_\_\_\_ This request has been sent so as to be received by the VAB at least five (5) days prior to the scheduled hearing date, and should be granted per F.A.C. 12D-9.019(4)(a).
2. \_\_\_\_\_ This request has not been sent so as to be received by the VAB at least five (5) days prior to the scheduled hearing date, and the statement for "good cause" has been completed below for review by the VAB Attorney per F.A.C. 12D-9.019(4)(b).
3. \_\_\_\_\_ The Property Appraiser did not provide evidence to petitioner per requirements of F.A.C. 12D-9.020(2) and F.S. 194.011(4)(b) - Evidence Exchange.  
[Please attach proof that petitioner complied with requirements of F.A.C. 12D-9.020(2) and F.S. 194.011(4)(a) - Evidence Exchange.]
4. \_\_\_\_\_ There is, or appears to be, a conflict of interest that requires the Special Magistrate to recuse himself/herself from hearing the petition(s).  
(Please provide a description of the conflict or perceived conflict.)  
\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_ Other: Please describe in detail  
\_\_\_\_\_  
\_\_\_\_\_

**GOOD CAUSE FOR REQUEST RECEIVED LESS THAN FIVE (5) DAYS PRIOR TO ORIGINAL HEARING DATE.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

After the VAB Attorney has reviewed these reasons for a late re-schedule request, the petitioner will be notified in writing as to whether good cause has been found to allow the hearing(s) to be re-scheduled. If good cause is found, the petition(s) will be re-scheduled, and a new hearing notice will be provided separately. If no good cause is found, the hearing will take place as scheduled on the original hearing date.

Mailing Date

**VIA U.S.P.S. REGULAR MAIL**

Special Magistrate

Address

City, State ZIP

Phone Number

**Re: Response to Interest - Special Magistrate Services  
Lee County 20\_\_ Value Adjustment Board**

Dear \_\_\_\_\_,

Thank you for your interest in providing Special Magistrate Services to the Lee County 20\_\_ Value Adjustment Board (VAB).

We received interest from many qualified applicants for the upcoming VAB session, and although you are fully qualified to serve as an Appraisal Special Magistrate, the VAB has fulfilled its need for Special Magistrates for the 20\_\_ VAB session.

We appreciate you taking the time to provide your information to the VAB. In the event you remain interested in providing Special Magistrate Services to the Lee County VAB in future years, please contact the Lee County VAB Clerk at (239) 533-2328, so that we may retain your information for future purposes.

Respectfully,

\_\_\_\_\_  
[Printed Name]

Lee County Value Adjustment Board Chair

cc: \_\_\_\_\_, Minutes Lead Value Adjustment Board Clerk

cc: \_\_\_\_\_ Esq., Value Adjustment Board Counsel

cc: Lee County Value Adjustment Board

FORM RTI

Revised 06/05/2013

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**LEE COUNTY VALUE ADJUSTMENT BOARD  
SPECIAL MAGISTRATE APPLICATION**

**Applicant Information**

**Please type or print. If more space is needed, attach additional sheets. Incomplete applications will be returned.**

**Important: A resume should be submitted with the application but cannot be used in lieu of an application.**

<b>Name:</b>		<b>Date:</b>	
<b>Business Name</b>			
<b>Mailing Address</b>			
<b>Home Phone:</b>		<b>Business Phone:</b>	
<b>Cell Phone:</b>		<b>Fax:</b>	
<b>Primary E-mail:</b>		<b>Alternate E-mail</b>	

Pursuant to § 194.035, Florida Statute (F.S.), a person cannot serve as a Special Magistrate if he or 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 or she serves 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 to either question, please provide details:

Please list any counties where you have conducted hearings as a Value Adjustment Board special magistrate:

Please list all counties in which you plan to serve or have applied to serve in 2014:

Please list all known dates between Sept 1, 2014 and Jan 31, 2015 when you would NOT be available for hearings:

**Documentation Required**

- 1. Two (2) letters of recommendation**
- 2. Certification of completion of 2014 training provided by the Department of Revenue and of passing the associated test.**  
 Prior to conducting hearings, all applicants are required under § 194.035, F.S., to certify completion of the 2014 training provided by the Department of Revenue (DOR).  
 The Lee County Value Adjustment Board requires that each applicant pass the test associated with the DOR training.  
 To obtain the training availability date, go to the DOR website at <http://dor.myflorida.com/dor/property/vab/training.html>.

**Please provide the information requested on the reverse side.**

**LEE COUNTY VALUE ADJUSTMENT BOARD  
SPECIAL MAGISTRATE APPLICATION**

Attorney Magistrate Qualifications												
1. Are you a member of the Florida Bar? Member Number (FBN):	YES	NO										
2. Do you have at least five years experience in the area of ad valorem taxation?	YES	NO										
3. Have you ever been a party to or attorney on any legal action against the Property Appraiser or Lee County?	YES	NO										
4. Have you ever been convicted of a crime?	YES	NO										
5. Have you received any disbarment, suspension, or other disciplinary action from an organized bar association?	YES	NO										
If you answered "yes" to 3, 4, or 5 above, please explain.												
Appraiser Magistrate Qualifications												
1. Are you a state certified real estate appraiser? State certification number:	YES	NO										
2. Do you have at least five years experience in real property valuation?	YES	NO										
3. Do you have at least five years experience in tangible personal property valuation?	YES	NO										
4. Have you ever been a party to any legal action against the Property Appraiser or Lee County?	YES	NO										
5. Have you ever been convicted of a crime?	YES	NO										
6. Have you ever been fined, reprimanded, placed on probation or otherwise disciplined by the Florida Real Estate Commission or the Florida Real Estate Appraisal Board?	YES	NO										
If you answered "yes" to 4, 5, or 6 above, please explain.												
List all nationally recognized associations of which you are a current member, including your designation and membership number.												
Type of REAL PROPERTY hearings you are qualified to adjudicate: (Check appropriate boxes)												
<table style="width:100%; border: none;"> <thead> <tr> <th align="left" style="text-decoration: underline;">Property Type</th> </tr> </thead> <tbody> <tr><td>Single Family Units</td></tr> <tr><td>Condominiums</td></tr> <tr><td>Apartment Buildings</td></tr> <tr><td>Multiple Dwellings</td></tr> <tr><td>Other (Please describe)</td></tr> </tbody> </table>	Property Type	Single Family Units	Condominiums	Apartment Buildings	Multiple Dwellings	Other (Please describe)	<table style="width:100%; border: none;"> <thead> <tr> <th align="left" style="text-decoration: underline;">Property Type</th> </tr> </thead> <tbody> <tr><td>Income Analysis</td></tr> <tr><td>Commercial</td></tr> <tr><td>Vacant Land</td></tr> <tr><td>Tangible Personal Property</td></tr> </tbody> </table>	Property Type	Income Analysis	Commercial	Vacant Land	Tangible Personal Property
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Property Type												
Income Analysis												
Commercial												
Vacant Land												
Tangible Personal Property												
<p>The undersigned certifies, under penalty of disqualification from consideration, that each item contained in this application or in any other document furnished by or on behalf of the applicant is true and complete as of the date it bears.</p> <p>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 to the Value Adjustment Board.</p> <p>By signing this document, the undersigned acknowledges notification that this document and all material submitted will be presented to the Lee County VAB Attorney and to the VAB and will become part of the public record.</p>												
Applicant Signature:	Date:											

Qualified individuals wishing to serve should submit the **COMPLETED** application on or before **Friday, May 2, 2014**, to:

Lee County Clerk of Courts  
Attn: Value Adjustment Board Clerk  
P O Box 2469  
Fort Myers FL 33902-2469

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Completed applications may also be submitted via email to: [VABSM@leeclerk.org](mailto:VABSM@leeclerk.org)



**LEE COUNTY VALUE ADJUSTMENT BOARD**

Special Magistrate Performance Review

<b>MAGISTRATE INFORMATION</b>				
Name		Job Title		
<b>Petitions Analysis</b>				
Petitions Heard	Number of Parcels Heard	Granted	Denied	Remanded
<b>Cost Analysis</b>				
Petitions Heard	Number of Parcels Heard	Total Amount Invoiced For Services	Cost Per Petition	Cost Per Parcel
<b>RATINGS</b>				
<b>1=Does not meet expectations    2=Meets expectations    3=Exceeds expectations</b>				
<b>Job Knowledge</b>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Details the overall knowledge the magistrate displays and how well knowledge is applied. This category includes, but is not limited to the application of DOR statutes and rules, decision making skills and level of proficiency in the Axia program.				
<b>Comments:</b> This area only allows one line of text, but font size reduces so a lot can be put into it.				
<b>Work Product</b>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Details the overall quality of work produced by the magistrate. This category includes, but is not limited to, worksheet content, timeliness in which worksheets are completed and worksheet corrections needed.				
<b>Comments:</b>				
<b>Hearings</b>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Details the overall ability to conduct VAB hearings and control the VAB forum, to include punctuality, timeliness and professionalism with VAB staff, the parties and the public, before, during and after hearings.				
<b>Comments:</b>				
<b>Professionalism</b>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Details the overall dependability, willingness to cooperate, willingness to accept legal advice, attitude toward the parties and working relationship with VAB personnel.				
<b>Comments:</b>				
<b>Overall Rating</b> (average the rating numbers above)				
<b>EVALUATION</b>				
ADDITIONAL COMMENTS:				

<b>VERIFICATION OF REVIEW</b>	
<i>Special Magistrate review is reflective of work performed from October 2013 through March 2014.</i>	
<i>Data has been verified by the Deputy Clerk to the VAB.</i>	
Magistrate Name:	
VAB Counsel/Administrator Signature:	Date of Review:

FORM SME

Approved @3/13/14

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**LEE COUNTY VALUE ADJUSTMENT BOARD  
INVOICE FOR SPECIAL MAGISTRATE SERVICES**

<b>Special Magistrate Name</b>		<b>Invoice Date</b>
<b>Mailing Address</b>		<b>Invoice #</b>
		<b>PO #</b>
		<b>Telephone</b>
		<b>email</b>

**Invoices must be sent to:** Lee County Clerk of Court  
Accounts Payable Office  
P O Box 2396  
Fort Myers FL 33902-2396  
**or emailed to:** FinanceOnBase@leeclerk.org (The word "invoice" must be in the email subject line.)  
**Please be sure to include your PO# in the space provided above.**

**Invoices must be submitted no later than thirty (30) calendar days after the corresponding hearing date.**  
Please list only one hearing date per invoice.  
Invoices will not be paid until all recommendations for the listed hearing dates are completed.

Line #	Date of Service	Task	# Petitions Heard	# Parcels Heard	# Hours	# Hours x \$125.00
1		Conduct VAB Hearings				0.00
2		Prepare VAB recommendations	N/A	N/A		0.00
3		Prepare VAB recommendations	N/A	N/A		0.00
4		Prepare VAB recommendations	N/A	N/A		0.00
5		Totals for hearings/recomendations (Sum Lines 1 - 4)	N/A	N/A	0.00	0.00
					<b># RT Miles</b>	<b>Mileage @ .565</b>
6		Travel to & from hearings	N/A	N/A		0
7		Total amount due for this hearing date (Sum Lines 5 + 6)				0.00
	If the total hours to "Prepare Recommendations" (Sum lines 2, 3, & 4) is greater than two (2) times the hours spent at hearing, please provide an explanation here: <hr/> <hr/> <hr/>					
	<b><u>Special Magistrate Certification:</u></b>					
	I hereby certify that the information contained in this invoice is true and accurate.					
	Special Magistrate Signature: _____ Date Signed _____					

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(Mailing Date)

**VIA U.S.P.S. REGULAR MAIL**

Special Magistrate Name  
Address  
Address  
Phone

**Re: Termination of Agreement between the Lee County 20\_\_ Value Adjustment Board and \_\_\_\_\_ for Special Magistrate Services (“Agreement”)**

Dear \_\_\_\_\_,

This letter shall serve as official notice that the above-referenced Agreement is hereby terminated. Pursuant to Section 3.2 of said Agreement, the Agreement may be terminated by either party, with or without cause, by written notice to the other party of the intent to terminate. Such termination shall be effective immediately upon receipt of such written notice of intent to terminate.

According to the records for the Lee County Value Adjustment Board, all invoices submitted by you have been resolved and/or paid in full. Please call the Lee County Value Adjustment Board Clerk at (239) 533-2328, in the event that this information is inaccurate.

Respectfully,

---

[Printed Name]  
Lee County Value Adjustment Board Chair

cc: \_\_\_\_\_, Minutes Lead Value Adjustment Board Clerk  
cc: \_\_\_\_\_ Esq., Value Adjustment Board Counsel  
cc: Lee County Value Adjustment Board

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## LEE COUNTY VALUE ADJUSTMENT BOARD

County Commissioner Brian Hamman  
County Commissioner Cecil Pendergrass  
School Board Member Cathleen Morgan  
Citizen Member Randal Zavada  
Citizen Member Charles Gutekunst

Value Adjustment Board - Minutes Office  
P.O. Box 2469, Fort Myers, FL 33902  
2115 Second Street, Room 207, Fort Myers, FL 33901  
Phone: (239) 533-2328 Fax: (239) 485-2038  
Email: [InfoVAB@leeclerk.org](mailto:InfoVAB@leeclerk.org)

FORM VLH  
Revised 06/09/2014

