

Frequently Asked Questions

How is the value of my property estimated?

Our staff is continually collecting property data. After analyzing sales of all types of properties, the data is entered into our computer assisted mass appraisal (CAMA) system to estimate value of more than 82,000 parcels.

Why would my property value increase if I haven't done anything to it?

Real Estate values are established by buyers and sellers acting independently. If sale prices in your area increase, the market value of your property may increase. This is basic supply and demand of the marketplace.

Can the Property Appraiser lower my taxes or change my tax rates?

The answer is no. Tax rates and taxes are set by your local taxing authorities, such as School Board, Board of County Commissioners, Water Management District (SJWMD), Municipalities, and Special voter-approved districts.

How long will it take for a review of my property?

We will answer general questions on the phone immediately and refer specific valuation questions to our appraisers. Our goal is to have an appraiser call you within 24 hours.

Remember - each time you buy a primary residence you must file for a Homestead Exemption as the new owner.

THE APPEAL PROCESS

If you disagree with your value, classification or exemption you may meet with a representative from our office. You may also file a petition with the Value Adjustment Board (VAB). The VAB conducts hearings where you may present your case.

A petition to challenge a property value must be filed **within 25 days after the mailing date** of the Notice of Proposed Property Taxes (TRIM).

There is a \$15.00 fee payable to the Board of County Commissioners (BOCC) to process your petition. The VAB is on the 4th floor of the Clay County Administration Building, 477 Houston Street, Green Cove Springs, FL. The phone number is (904)284/269-6300, ext. 6388 or 6668.

When a VAB petition is filed, a detailed property inspection may be conducted by one of our staff appraisers. If discrepancies are discovered that were not previously reflected on our records, appropriate adjustments may be made.

ROGER A. SUGGS, CFA, AAS

Clay County Property Appraiser's Office

Office Locations

Main Office

477 Houston Street, 2nd Floor,
Administration Building
Green Cove Springs, FL 32043
(904) 284/269-6305 Fax: (904) 284-2923

Orange Park Branch Office

1518 Park Avenue
Orange Park, FL 32073
(904) 278-0803

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CLAY COUNTY PROPERTY
APPRAISER'S OFFICE



ABOUT YOUR TRIM NOTICE

TRIM means Truth in Millage, a legally required notice of proposed millage rates, property values and proposed taxes.

After **TRIM** notices are mailed, we receive many calls and visits. To save you, the taxpayer, time and money, we have prepared this insert.

Although this **TRIM** states **“DO NOT PAY- THIS IS NOT A BILL”**, it is very important that you open and read it as it contains date-sensitive information.

If you have questions about your **TRIM** notice, please follow the directions inside.

What does the TRIM contain?

- The parcel / account number and an abbreviated legal description of the property.
- A list of the taxing authorities which levy taxes on your property.
- A comparison of last year's taxes, proposed taxes if the taxing authorities budget is approved and proposed taxes if no budget change is made.
- A schedule of taxing authorities' meeting times and places for you to voice your opinion regarding the budget process.
- A comparison of last year's and the current year's market value, assessed value, exemptions and taxable value as determined by this office.
- The deadline by which to file a formal appeal with the Value Adjustment Board if you disagree with the estimated market value. This deadline is established by Florida Statute based on the date of mailing the TRIM Notice.

NOTE: Although the Property Appraiser's Office is responsible for mailing this notice, the market, assessed and taxable values are the only issues this office can address.

Following these steps will help us answer your questions.

1. **When you receive your Trim Notice, review it carefully. It will show both last year's and this year's values and exemptions.**

If you have a homestead exemption, any increase to your assessment may be limited to the Consumer Price Index increase or 3%, whichever is less. This is due to "Save Our Homes", Amendment 10 to the Florida Constitution.

2. **After noting this year's value and before calling for a review, ask yourself whether your property can be sold for the indicated market value.**

This is crucial because Florida law requires that properties be appraised at fair market value.



MARKET VALUE

The **market value** of your property is the most probable sales price your property would bring in a competitive and open market.

3. **We need the following information to begin a review:**

- Property Identification Number (PIN)
- Owner's Name
- Property Address
- Contact phone number(s) and best time to contact you at work or home.
- Reason for review

4. **How to contact our office:**

- **Visit** our office Monday through Friday from 8:00 am - 4:30 pm.
- **Mail** your request to our office, (P. O. Box 38, G.C.S., FL 32043). Reviews requested by mail will be given the same priority as reviews requested by phone, e-mail, or fax.
- **Fax** your request to: 904-284-2923
- **E-Mail** info@ccpao.com
- **Call** our staff with your general questions @ (904) 284 / 269-6305. Questions that deal with specific valuation will be referred to our appraisers.

Please remember, our phones may be extremely busy after the TRIM Notices are mailed.

