State of Illinois – Property Tax Appeal Board
For Assessment Year 20__

Room 402 Stratton Office Building
401 South Spring Street
Springfield, IL 62706-4001
(T) 217.782.6076
(TTY) 217.785.4427

Information on how to complete this form may be found at ptabil.com

Failure to properly complete this form and provide the necessary documentation shall result in dismissal of your appeal.

☐ I would like the PTAB to make its decision based on the evidence provided (no oral hearing necessary).
☐ I would like to present my case in person at a hearing. (Note: Location, date, and time will be determined by PTAB.)

If neither box is checked, your appeal will be written based on the evidence.

Are you appealing off a recently issued township equalization factor? (Multiplier)  ☐ Yes  ☐ No (Not applicable to Cook County.)

Did you file an appeal with the Property Tax Appeal Board on this Tax Parcel for the prior year?  If yes, indicate the Property Tax Appeal Board docket number assigned to the prior appeal: ______

Section I
You MUST submit 3 copies of this form, 2 copies of all evidence and 2 copies of the board of review’s final decision letter, and if your requested assessed valuation change is $100,000 or more, you MUST submit an additional copy of all evidence.

This form must be completed and postmarked within 30 days of the date of notice on the decision you received from the Board of Review. Written evidence must be submitted with this PTAB form. If you are unable to submit evidence with this form, you must request an extension of time in writing for filing the additional evidence with this form. Without a written request for an extension, no additional evidence will be accepted after the submission of this appeal form. All Appeals MUST be filed at the Springfield Address listed above. A separate appeal must be filed on each individual Property Identification Number (P.I.N.), or a breakdown may be submitted on an Addendum form (see 2c below). Faxed appeals will not be accepted.

Section II

Appellant (Taxpayer) Information

Last Name ____________________________
First Name ____________________________
Address Line 1 ____________________________
Address Line 2 ____________________________
City __________________ State _______ ZIP _______
Telephone __________________ Email Address __________________

Information on Attorney for Appellant

Last Name ____________________________
First Name ____________________________
Firm Name ____________________________
Address Line 1 ____________________________
Address Line 2 ____________________________
City __________________ State _______ ZIP _______
Telephone __________________ Email Address __________________

Petition is hereby made to appeal from the final, written decision of the _______ County Board of Review which has a date of notice of _______. You MUST submit 2 copies of the Notice of Final Decision by the Board of Review.

2a Property ID No. (P.I.N) ____________________________ Township ______________
Address of property ____________________________

2b If appellant is other than owner, give name and address of owner. Name ____________________________
Address Line 1 ____________________________
Address Line 2 ____________________________
City __________________ State _______ ZIP _______

2c The assessments of the property for the year as made by the (P.I.N. only):
(Use the “Addendum to Petition” form for multiple parcels, which may be found at www.ptabil.com)

1. Board of Review Assessment Land ________/Building ________/ Total ________
2. Appellant Assessment Requested Land ________/Building ________/ Total ________

Lines 1 and 2 above MUST be completed. Line #1 information is available from the Supervisor of Assessments/County Assessor or the Board of Review offices, or may be on the Notice itself.

2d This appeal is based on (you must check one or more boxes):
☐ Recent sale – complete Section IV
☐ Comparable sales – complete Section V
☐ Contention of law – submit legal brief
Evidence:
☐ I certify that All Evidence is attached to this Appeal Petition.

☐ Assessment equity – complete Section V
☐ Recent construction – complete Section VI
☐ Recent appraisal (enclose 2 copies of the appraisal)

2e Date ____________________________ Signature ____________________________

Attorney or Appellant only

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NOTE: IF AN APPRAISAL IS SUBMITTED SECTIONS III THROUGH VII DO NOT NEED TO BE COMPLETED.

Section III – Description of Property

Land Size (indicate square feet or acres):

Number of Buildings: ______________________________ Building Size (square feet): ______________________________

Number of Floors: ______________________________ Square Footage per Floor: ______________________________

Construction:

- Frame
- Brick
- Steel
- Other: ______________________________

Basement:

- Yes
- No
- Basement Use: ______________________________

Other Improvements: ______________________________

List the use of the building and the square footage attributable to that use:

- Office Space:
  - Yes
  - No
  - Square Footage: ______________________________

- Warehouse:
  - Yes
  - No
  - Square Footage: ______________________________

- Apartments:
  - Yes
  - No
  - Number of Apartments: ______________________________

- Retail:
  - Yes
  - No
  - Square Footage: ______________________________

- Other: ______________________________

- Square Footage: ______________________________

If there is more than one building on this parcel, provide the following information:

- Building #1: Age ________ Size ________ Use ______________________________

- Building #2: Age ________ Size ________ Use ______________________________

- Building #3: Age ________ Size ________ Use ______________________________

Section IV – Recent Sale Data

Generally, the price of a recently sold property is considered the best evidence of value. The more proximate in time the sale occurs to the assessment date of your appeal, the more relevant the evidence becomes in establishing the market value of the property. You must submit a valid settlement statement, sales contract and Real Estate Transfer Declaration for recent sale consideration.

Read carefully and answer all questions.

Full consideration (sale price): $ ______________________________ Date of sale: ______________________________

From whom purchased: ______________________________

Is the sale of this property a transfer between related parties or related corporations?  Yes  No

Sold by:  Owner  Realtor  Auction  Other: ______________________________

Name of Realtor firm: ______________________________ Agent: ______________________________

Was the property advertised for sale?  Yes  No How long a period? ______________________________

If so, in what manner?  local paper  multiple listing  other: ______________________________

Was this property sold in settlement of  an installment contract  a contract for deed or  a foreclosure?  ______________________________

Was the seller's mortgage assumed?  Yes  No If yes, specify amount $ ______________________________

If renovated, amount spent before occupying $ ______________________________ Date occupied: ______________________________
Section V – Comparable Sales/Assessment Grid Analysis

An appraisal which establishes the market value of the subject property under appeal as of the assessment date may also be submitted in place of completion of this section. **If a hearing is held for this appeal, the Property Tax Appeal Board will be better able to judge the weight and credibility of the appraisal if your appraiser testifies in person.**

Evidence of recent sales of property comparable to the subject property, including the dates of sale, the prices paid, and a property record card (printout sheet in Cook County), or description of each sale showing how it compares to the subject property may also be submitted.

Evidence of assessments of property similar to the subject property, including the current assessment of each property, the property record card (printout sheet in Cook County) for each comparable property, or description of each property demonstrating its comparability to the subject property may also be submitted.

**NOTE:** Provide at least three comparables. All comparables should be similar to the subject in size, design, age, amenities, and location. Photographs of the comparables should be submitted.

<table>
<thead>
<tr>
<th>Property Index Number (P.I.N.)</th>
<th>Subject</th>
<th>Comp #1</th>
<th>Comp #2</th>
<th>Comp #3</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
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<tr>
<td>Proximity to Subject</td>
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<tr>
<td>(Cook County) Assessment Class</td>
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<tr>
<td>(Cook County) Volume</td>
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<tr>
<td>Total Land Sq. Ft.</td>
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<tr>
<td>Total Building Sq. Ft.</td>
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<tr>
<td>Age of Building(s)</td>
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<tr>
<td>Land-to-Building Ratio</td>
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<tr>
<td>Number of Buildings</td>
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<td>Number of stories</td>
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<tr>
<td>Number of Apartments</td>
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<td>Apartment Mix</td>
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<tr>
<td>Exterior Construction</td>
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<tr>
<td>Sprinkler System</td>
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<tr>
<td>Office Space Sq. Ft.</td>
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<td>Warehouse Sq. Ft.</td>
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<td>Date of Sale</td>
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<tr>
<td>Sales Price</td>
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<td>Sales Price / Sq. Ft. (Sales Price / Impr. Sq. Ft.)</td>
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<tr>
<td>Land Assessment</td>
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<td>Improvement Assessment</td>
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<td>Total Assessment</td>
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<td>Impr. Assessment per Sq. Ft. (Impr. Assessment / Impr. Sq. Ft.)</td>
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</table>
Section VI – Recent Construction Information

Submit evidence of recent construction of the subject property including the price paid for the land, construction costs of the building(s), and include all labor costs. Include the complete and final statement from the general contractor. NOTE: If the appellant provided any labor or acted as the general contractor, evidence of the value of this service should be included with the evidence of the other construction costs.

The building was constructed, or remodeled, an addition added, or other building erected on _________________.

Date Land Purchased: ____________________

Total Cost: Land $ ____________ Improvement(s)$ ______________

Does this amount include all costs incurred for the construction, such as contractor’s fees, architectural or engineering fees, landscaping and/or building permits?  ☐ Yes  ☐ No

   Date the occupancy permit was issued. (Submit 2 copies.): ________________

   Date the building was inhabitable and fit for occupancy or intended use: ____________________________

   Date the remodeling was completed: ________________

   Date the addition or other building(s) was completed: ____________________________

Did owner, or a member of the owner’s family, act as the general contractor?  ☐ Yes  ☐ No

   If yes, what was the estimated value of the service? $ ________________

Was any non-compensated labor performed?  ☐ Yes  ☐ No

   If yes, please describe and provide estimated value of labor. ______________________________________

Note: A Contractor’s Affidavit/Statement or documentation of the total cost must be submitted to the Property Tax Appeal Board.

Section VII – Recent Photograph of Subject Property and Comparable Properties

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