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

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.

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 II
Appellant (Taxpayer) Information

Information on Attorney for Appellant

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 __________________________

Telephone __________________________ Email Address __________________________

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 ____________ Impr./Building ____________ Total ____________

2. Appellant Assessment Requested Land ____________ Impr./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

☐ Assessment equity – complete Section V

☐ Recent construction – complete Section VI

☐ Recent appraisal (enclose 2 copies of the appraisal)

Evidence:

☐ I certify that All Evidence is attached to this Appeal Petition.

Date __________________________ Signature __________________________
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: ___________________________

Manufacturing: □ 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: ___________________________
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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<tr>
<td>Address</td>
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<td>Proximity to Subject</td>
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<td>(Cook County) Volume/ Assessment Class</td>
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<td>Total Land Sq. Ft.</td>
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<td>Total Building Sq. Ft.</td>
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<td>Age of Building(s)</td>
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<td>Land-to-Building Ratio</td>
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<td>Number of Buildings</td>
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<td>Number of Stories</td>
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<td>Exterior Construction</td>
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<td>Office Space Sq. Ft.</td>
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<td>Manufacturing Sq. Ft.</td>
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<td>Ceiling Height</td>
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<td>Loading Dock(s)</td>
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<td>Sprinkler System</td>
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<td>Site Improvements</td>
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<td>Date of Sale</td>
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<td>Sales Price</td>
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<td>(Sales Price / Impr. Sq. Ft.)</td>
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<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.</td>
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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
