RESIDENTIAL APPEAL
State of Illinois – Property Tax Appeal Board

For Assessment Year 20___

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

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

HEARING OPTIONS – If neither box is checked, your appeal may be decided based on the evidence submitted. – PLEASE CHECK ONE:
☐ I would like the PTAB to determine the correct assessment based on the evidence submitted. (This may expedite resolution of the appeal.)
☐ I would like to present my case in person at a hearing. (Note: Location, date, and time will be determined by the PTAB.)

Is this appeal based on 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 and/or e-mailed appeals will not be accepted.

Section II Appellant (Taxpayer) Information

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 _____________ 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 the following evidence (you must check all applicable 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 the above evidence is attached to this appeal petition.

2e Date __________________________ Signature __________________________

PTAB1A (rev. 02/12) Attorney or Appellant only
Section III – Description of Property

Lot size (sq. ft. or acres) ________________ Lot dimensions ________________ Street frontage in feet ________________

Age of house/Yr. constructed ________________ House square footage ________________ (Square feet of living area)

Outside dimensions of house ________________

Construction
- frame
- brick
- masonry
- other ________________

Design/No. Stories
- single
- two
- one and one-half
- other ________________

Foundation
- slab
- crawl-space
- full basement
- partial basement
- finished
- unfinished

Garage
- none
- attached
- detached
- one-car
- two-car
- three-car
- Size _____ sq. ft.

No. of Bathrooms _____

No. of Fireplaces _____

Central air
- Yes
- No

Other improvements ________________

What was the date and price of the most recent sale of the property? Date: ________________ Price: ________________

Section IV – Recent Sale Data

The following information regarding the sale of the subject property is furnished to the Property Tax Appeal Board to render a decision based on the sale evidence provided by the appellant. When the appellant supplies evidence of a recent sale of a residence and the Board of Review has not refuted the arm’s length nature of the transaction; the Property Tax Appeal Board generally finds that the sale price of a recent arm’s length sale of the subject property is the best evidence of value. You must submit evidence of the actual sales price by including a sales contract, RESPA statement, Real Estate Transfer Declaration (Department of Revenue), and/or Settlement Statement.

Read carefully and answer all questions.

Full consideration (sale price) $ ________________ Date of sale ________________

From whom purchased ________________

Is the sale of this residence a transfer between family 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 may be submitted for completion of this section.

An appraisal establishing the fair market value of the subject property under appeal as of the assessment date may also be submitted. (Note: If a hearing is held in the case, 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 or description of each sale showing how it compares to the subject property may also be submitted. (Note: The comparable sales should be similar to the subject property in design, age, amenities, and location.) Provide at least three comparables.

Evidence of assessments of property similar to the subject property, including current assessment of each property, the property record card for each property, or description of each property demonstrating its comparability to the subject property, may also be submitted. (Note: The assessment comparables should be similar to the subject property in size, design, age, amenities, and location.) 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></th>
<th>Subject (your house)</th>
<th>Comp #1</th>
<th>Comp #2</th>
<th>Comp #3</th>
<th>Comp #4</th>
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</thead>
<tbody>
<tr>
<td>Property Index Number (P.I.N.)</td>
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<tr>
<td>Address</td>
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<td>Neighborhood Code</td>
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<td>Proximity to subject</td>
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<tr>
<td>Total Land Sq. Ft.</td>
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<td>Design/Number of stories/Class</td>
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<tr>
<td>Exterior Construction</td>
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<td>Number of Dwelling Units in Building</td>
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<td>Age of property</td>
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<td>Number of bathrooms</td>
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<td>Living area (square feet)</td>
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<td>Basement area-- Sq. Ft.</td>
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<td>Finished basement area -- Sq. Ft.</td>
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<td>Air conditioning (Yes or No)</td>
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<td>Number of Fireplaces</td>
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<td>Garage or car port (square feet)</td>
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<td>Other improvements</td>
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<td>Date of sale</td>
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<tr>
<td>Sale price</td>
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<td>Sale price per square foot (Sale price / impr. size)</td>
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<tr>
<td>Land assessment</td>
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<tr>
<td>Improvement assessment</td>
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<td>Total assessment</td>
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<td>Improvement assessment per sq. ft. (Impr. Assmt. / Living Area (Sq. Ft.))</td>
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Section VI – Recent Construction Information on Your Residence

Submit evidence of recent construction of the subject property including the price paid for the land and construction of the building including all labor. Note: If the appellant provided any labor or acted as general contractor, evidence of the value of this service should be included with the evidence of the other construction costs.

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

Date Land Purchased ______

Total cost of the

Land $ ______

Building(s) $ ______

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

You must supply a Contractor’s Affidavit or a written summary of the total cost to the Property Tax Appeal Board.

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 member of 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(s) of Subject Property and Comparable Properties