



# Will County Supervisor of Assessments Office

Will County Office Building  
302 North Chicago Street, Joliet, Illinois 60432

Rhonda R. Novak, CIAO/I  
Chief County Assessment Officer

Office: (815) 740-4648  
Fax: (815) 740-4696

April 21, 2014

To: Model Home Applicant

Enclosed please find an application for the Model Home Assessment Exemption (PTAX-762) & the Certificate of Ineligibility (PTAX-762C).

Per state statute 35 ILCS 200/100-25, a Model Home Exemption application must be filed each year by December 31<sup>st</sup> of the taxing year in order to receive the exemption.

Please complete the application in its entirety. Each model home should be listed on a separate form. If the permanent index number (PIN#) is not available, please use a brief legal description (lot/ subdivision/ building/ unit) as well as the address of the property.

The original form with its notarized signature must be returned by December 31<sup>st</sup>.

When a model home is sold, it is the applicant's responsibility to notify the Supervisor of Assessments Office by remitting the Certificate of Ineligibility (PTAX-762C).

Once the Will County Supervisor of Assessment Office receives an application, a confirmation letter will be sent. This letter is your receipt confirming we have received your application. Please keep in mind if you **do not** receive a confirmation by December 31 each year, our office did not receive your application.

If you have any questions, please feel free to contact me at 815-740-4652.

Iris Shaw  
Will County Supervisor of Assessments Office

# PTAX-762 Application for Model Home Assessment

## Who should complete this form?

You should complete this form to request an alternate assessment if your property is used for model home purposes. The property must be a single-family residence, townhome, or condominium, used solely as a model home for prospective buyers, and not occupied as a dwelling. The model home may contain home furnishings, appliances, offices, and office equipment to further sales activities. No more than 3 model homes can be located at the same time within a 3-mile radius, the center of each radius is the model home that has been used for the longest period of time. No model home can be used for model home purposes longer than 10 years.

## When and where must I file?

You must annually file this form with the chief county assessment officer (CCAO), at the address shown below, on or before **April 30** in Cook County and **December 31** in all other counties. Failure to file in a timely manner will result in waiver of the model home assessment for that year.

**Note:** When any portion of this property no longer qualifies as a model home, you **must** notify the CCAO within 60 days by completing Form PTAX-762-C, Certificate of Ineligibility for Model Home Assessment.

## Step 1: Complete the following information

**1** \_\_\_\_\_  
Property owner's name

\_\_\_\_\_  
Street address of model home property

City \_\_\_\_\_ IL \_\_\_\_\_ ZIP \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Daytime phone

**Send notice to** (if different than above)

**2** \_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing address

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Daytime phone

**3** Write the assessment year for which you are requesting this model home assessment. \_\_\_\_\_

**4** Write the date the property began to be used for model home purposes. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**5** This model home is a  Single-family residence  
 Townhome  
 Condominium

**6** Have you applied for other model home assessments in this county?  Yes  No

**7** Write the property index number (PIN) of the property for which you are requesting this model home assessment. Your PIN is listed on your property tax bill **or** you may obtain it from the CCAO. If you are unable to obtain your PIN, write the legal description on Line b.

**a** PIN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**b** Write the legal description only if you are unable to obtain your PIN. (attach a separate sheet if needed)  
\_\_\_\_\_  
\_\_\_\_\_

## Step 2: Sign below

Under penalties of perjury, I state that, to the best of my knowledge, the information on this form is true, correct, and complete.

Subscribed and sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Property owner's or authorized representative's signature Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Notary public Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**If you have any questions, please call:**

( 815 ) 740-4652

**Mail your completed Form PTAX-762 to:**

WILL \_\_\_\_\_ County Chief County Assessment Officer

302 North Chicago Street, Second Floor

Mailing address

Joliet \_\_\_\_\_ IL 60432

City \_\_\_\_\_ ZIP \_\_\_\_\_

**For use by the CCAO**

Date received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Approved

Denied

Decision Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Reason for denial \_\_\_\_\_