

RESIDENTIAL APPEAL
State of Illinois — Property Tax Appeal Board

Room 402 Stratton Office Building
401 South Spring Street
Springfield, IL 62706-4001
(217) 782-6076
TTY (217) 785-4427

Suburban North Regional Office Facility
9511 West Harrison Street, Suite 171
Des Plaines, IL 60016-1563
(847) 294-4121
TTY (847) 294-4371

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

For Assessment Year 20_____

I would like the PTAB to make its decision based on the evidence provided by all parties to my appeal (no oral hearing necessary).

I would like to present my case in person at a hearing. Hearings involving Cook County appeals are held at the James R. Thompson Center in downtown Chicago, or at our North Regional Office in Des Plaines. Hearings of appeals for all counties other than Cook County are held at the local administrative offices located in the county seat for the county where the property is located. (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.)
If an appeal was filed with the Property Tax Appeal Board on this Tax Parcel for the prior year, please indicate the Property Tax Appeal Board docket number assigned to the appeal: _____

Section I

This form must be completed and filed within 30 days of the postmark on the decision you received from the Board of Review. Any additional written evidence must be submitted with this PTAB form. If you are unable to submit the additional written information with this form, a letter requesting an extension of time for filing the additional evidence must be submitted with this form. Without a written request for an extension, no evidence will be accepted after the 30 days. The Property Tax Appeal Board will grant only reasonable requests up to 90 days. **Faxed copies of this form will not be accepted.**

WHERE TO FILE THIS APPEAL:

If your property is located OUTSIDE of Cook County, file your appeal and all related documentation with the SPRINGFIELD office. If your property is located IN Cook County, file your appeal and all related documentation with the DES PLAINES office. The addresses are listed above. Without prior Property Tax Appeal Board approval, a separate appeal must be filed on each individual Property Identification Number (P.I.N.), or a breakdown may be submitted (see 2c below).

This form must be submitted in triplicate.

Evidence must be submitted in duplicate where a change in assessed valuation of less than \$100,000 is sought.

Evidence must be submitted in triplicate where a change in assessed valuation of \$100,000 or more is sought.

Section II

Appellant _____ Attorney for Appellant _____
Street _____ Street _____
City _____ City _____
State _____ ZIP _____ State _____ ZIP _____
Telephone _____ Telephone _____
Email Address: _____ Email Address: _____

Petition is hereby made to appeal from the final, written decision of the _____ County Board of Review relating to the property described below. Notice of such decision was postmarked on _____.
Submit 2 copies of the Notice of Final Decision on Assessed Value by the board of review.

2a Property ID No. (P.I.N.) _____ Township : _____

Address of property: _____

(Cook County) Property Class No. _____ Volume No. _____

2b If appellant is other than owner, give name and address of owner: Owner _____

Address _____
street city state ZIP code

2c The assessments of the property for the year as made by the (P.I.N. only): A separate page may be attached for multiple parcels.

1. Assessor Land _____ Impr. _____ Total _____

2. Board of review Land _____ Impr. _____ Total _____

3. Appellant's claim Land _____ Impr. _____ Total _____

Lines 1 through 3 above **must** be completed. This information is available from the supervisor of assessments/county assessor or the board of review offices.

2d Date: _____

Signature: _____
Attorney or Appellant only



2e This appeal is based on (you must check one or more boxes):

- | | |
|---|--|
| <input type="checkbox"/> Recent sale - complete Section IV | <input type="checkbox"/> Assessment equity - complete Section V |
| <input type="checkbox"/> Comparable sales - complete Section V | <input type="checkbox"/> Recent construction - complete Section VI |
| <input type="checkbox"/> Contention of law - submit legal brief | <input type="checkbox"/> Recent appraisal |

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 fee of living area)

Outside dimensions of house _____

Construction frame brick masonry other _____

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

Basement slab crawl full partial 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. It is the policy of the Board that 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 appeal will be decided based on the evidence contained in the record. You must submit evidence of the actual sales price by including a sales contract, RESPA statement, Real Estate Transfer Declaration (Department of Revenue) or Settlement Statement. 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.

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 this 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 Equity Grid Analysis

An appraisal may be substituted 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.

Property Index Number (PIN)	Subject (your house)	Comp #1	Comp #2	Comp #3	Comp #4
Address					
Proximity to subject					
Total Land Sq. Ft.					
Design/Number of stories/Class					
Exterior construction					
Age of property					
Number of bathrooms					
Living area (square feet)					
Basement area - Square Feet					
Finished basement area - Sq. Ft.					
Air conditioning (Yes or No)					
Number of Fireplaces					
Garage or car port (square feet)					
Other improvements					
Date of sale					
Sale price					
Sale price per square foot (Sale price ÷ impr. size)					
Land assessment					
Improvement assessment					
Total Assessment					
Improvement assessment per sq. ft. Impr. Assmt. ÷ Living Area (Sq. Ft.)					

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

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 of Subject Property and Comparable Properties

