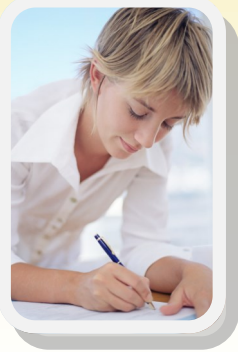




## STEP #5: DETERMINE THE BASIS FOR YOUR APPEAL.

You can file an appeal based on one or more of the following reasons:

1. **Recent Sale:** The assessor has placed a market value estimate on your parcel that is higher than the actual market value.
2. **Comparable Sales:** The assessment is higher than those of similar properties in your area.
3. **Assessment Equity:** The assessment is based on inaccurate parcel characteristics.
4. **Recent Construction:** The subject property was recently purchased, and the assessment is higher than 33.33% of the purchase price.



## STEP #6: COMPILE EVIDENCE AND FILE A FORMAL WRITTEN COMPLAINT.

Once you've determined your basis for appeal, you can formally file a written complaint with the Will County Board of Review. You must follow the Board of Review's directions for filing an appeal. Failure to comply fully with all the rules and requests of the Board of Review may result in the dismissal of your appeal. The Board only accepts official appeal forms. Letters stating your objection to your assessment do not constitute a formal appeal. All appeal forms and evidence must be

delivered or postmarked by the deadline. **You can also submit your appeal electronically at [borappeals.willcountysoa.com](http://borappeals.willcountysoa.com).** The deadline to file an appeal for 2018 is **September 4, 2018**.

Recommended types of evidence include:

- An appraisal (The appraisal needs to use comparables prior to January 1st of the current year, which is what your assessments would be based upon.)
- Copies of property record cards from your assessor
- List of recent sales of similar properties
- Photographs of subject property and comparables
- Characteristic information for subject property and comparables (bedrooms, bathrooms, square footage, garages, lots, etc.)
- Real estate transfer declaration or other sale evidence

WILL COUNTY BOARD OF REVIEW  
RESIDENTIAL APPEAL FORM Docket# \_\_\_\_\_

**PETITION AND ALL EVIDENCE MUST BE SUBMITTED IN DUPLICATE**  
Real Property Assessment Appeal for the year \_\_\_\_\_

IF AN APPEAL HAS BEEN FILED WITH THE PROPERTY TAX APPEAL BOARD FOR THE PRIOR YEAR, PLEASE INDICATE THE DOCKET NUMBER ASSIGNED TO THE APPEAL: \_\_\_\_\_

SECTION I (This section must be completed by all appellants for consideration by the Board)

Complainant\* \_\_\_\_\_ Attorney for Complainant \_\_\_\_\_  
Street \_\_\_\_\_ Street \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Telephone \_\_\_\_\_

Petition is hereby made to appeal from the assessment of the \_\_\_\_\_ Township Assessor relating to the property described below. Notice of such assessment was postmarked on \_\_\_\_\_

County Identification Parcel No. \_\_\_\_\_ Township: \_\_\_\_\_  
Address of Property: \_\_\_\_\_

If this form was picked up from your local assessor's office or from the Supervisor of Assessments Office, we recommend that someone from that office review the assessments to ensure that they are correct and initial this form: \_\_\_\_\_

LINE NO. 1 AND 2 MUST BE COMPLETED (Information available at assessor's office)

The assessment placed on the real property for said tax year is as follows:

1. By the Assessor: LAND \_\_\_\_\_ IMPR. \_\_\_\_\_ FL \_\_\_\_\_ FB \_\_\_\_\_ TOTAL \_\_\_\_\_ INSTANT \_\_\_\_\_  
2. Your Claim: LAND \_\_\_\_\_ IMPR. \_\_\_\_\_ FL \_\_\_\_\_ FB \_\_\_\_\_ TOTAL \_\_\_\_\_ INSTANT \_\_\_\_\_

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_  
Complainant or Attorney

This appeal is based on: (You must check one or more)  
 Recent Sale  Comparable Sales  Assessment Equity  Recent Construction

\*If complainant is other than owner, give name and address of owner:  
PLEASE COMPLETE SECTION II, III, OR IV. —(INSTRUCTIONS ON PAGE 4)

1

Appeal forms can be obtained on our Web site at [www.willcountysoa.com](http://www.willcountysoa.com) or by calling the Supervisor of Assessments Office. All evidence should be submitted with your appeal form.

**WILL COUNTY SUPERVISOR  
OF ASSESSMENTS OFFICE  
RHONDA R. NOVAK, CIAO/I  
CHIEF COUNTY  
ASSESSMENT OFFICER  
302 N. CHICAGO ST  
2ND FLOOR  
JOLIET, IL 60432  
PHONE: (815) 740-4648  
FAX: (815) 740-4696  
WWW.WILLCOUNTYSOA.COM  
HOURS:  
MONDAY - FRIDAY**

## STEP #7: PRESENT YOUR EVIDENCE AT A BOARD OF REVIEW HEARING.

You have the right to present your claim and evidence at a Board of Review hearing. You will be notified about the date and time of your hearing no later than 5 calendar days before the hearing. If you do not wish to present your evidence before the Board, you may also waive your right to a hearing.

## PROPERTY TAX APPEAL BOARD (PTAB)

After your hearing, the Board of Review will send you written notice of its decision. If you are not satisfied with the Board's decision, you have 30 calendar days to appeal to the Illinois Property Tax Appeal Board. For more information about the PTAB or to download PTAB appeal forms, visit <http://www.state.il.us/agency/ptab/>. You can also download PTAB forms at [www.willcountysoa.com](http://www.willcountysoa.com).