



# Illinois Property Tax Appeal Board

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## Electronic Filing Portal User Manual

Updated: 3/19/2026

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## Section 1 – Filing Your Appeal



# Electronic Filing Portal

## Development, Cost, and Purpose of Electronic Filing Portal

### **Development:**

The Property Tax Appeal Board (PTAB) has been diligently developing an information system to process property tax appeals efficiently and cost-effectively. The final piece of that system is the Electronic Filing Portal (EFP) which went live in December 2022.

### **Cost of EFP:**

To operate the EFP, the PTAB utilizes the services of an outside vendor. The vendor was selected according to State procurement laws. The outside vendor charges the PTAB on a per-filing basis. The vendor refers to each filing as an envelope. An envelope is generated once a party begins to submit an appeal to PTAB – not when it is ultimately filed. Therefore, the PTAB has developed tools and instituted rules to minimize the waste of envelopes. To minimize envelope waste, the PTAB will vigorously enforce its rules regarding e-filing.

### **Purpose:**

The EFP generates efficiencies in processing data throughout an appeal's lifecycle. The PTAB can extract data contained in a petition and enter it into its existing databases. Thus, eliminating the need for PTAB staff to input this data manually. This process will cut down the potential for human error on the part of PTAB staff. The information in the petitions will also be transferred to PTAB decisions, eliminating the possibility of human error on the part of Administrative Law Judges (ALJ). The EFP will also eliminate the storage needs of the PTAB that is needed with a paper filing system. Additionally, the EFP, coupled with PTAB's existing systems, will free up the time of our ALJs so they can focus on drafting decisions and closing appeals.

# Locating the EFP – First Option

To use the EFP, go to <https://ptab.illinois.gov/>. On the PTAB home page, click the *eFiling Portal*.

The screenshot shows the PTAB website home page. At the top, there is a navigation bar with the PTAB logo, links for Illinois.gov, Governor JB Pritzker, PTAB Home, Information, and About PTAB, a search bar, and a language selection dropdown. Below the navigation bar is a banner image with the text "State of Illinois Property Tax Appeal Board". Underneath the banner is a paragraph of text describing the PTAB's role. A yellow arrow points to a red circle around the "Electronic Filing" button in the navigation bar, which contains an "eFiling Portal" link. Below this are three buttons: "eFiling User Guide", "eFiling Portal", and "Standing Order #2". A list of bullet points provides information about filing requirements effective May 1, 2023, and July 1, 2023. At the bottom, there are three sections: "Getting Started", "Filing Your Appeal", and "Appeal Status Inquiry (ASI)".

PTAB Illinois.gov Governor JB Pritzker PTAB Home Information About PTAB SEARCH Select Language Powered by Google Translate

## State of Illinois Property Tax Appeal Board

The Property Tax Appeal Board (PTAB or Board) is a quasi-judicial body providing taxpayers and taxing districts an unbiased forum to contest a property's assessment. The Board consists of five Board Members appointed by the Governor, with the advice and consent of the Senate, and a professional staff that aids the Board in its mission. The Board's jurisdiction is limited to only adjudicating the correct assessment of a property based on equity and the weight of the evidence. The Board does not have jurisdiction to review the amount of a tax bill, or the tax rate used in the tax bill's computation. Likewise, the Board has no authority to exempt property from taxation.

**Electronic Filing**

eFiling User Guide eFiling Portal Standing Order #2

- Effective May 1, 2023, all Cook County Appeals, except farmland appeals, filed by an attorney-represented appellant must be filed through the eFiling Portal.
- Effective July 1, 2023, all appeals, regardless of county, filed by an attorney-represented appellant must be filed through the eFiling Portal.

**Getting Started**  
Information, Instructions, Examples and Forms needed to get started with your property tax appeal.

**Filing Your Appeal**  
Things to know before you file and a helpful checklist that should be reviewed before filing your appeal.

**Appeal Status Inquiry (ASI)**  
View the status of your appeal, see the parties associated with the appeal, its classification and assessed values, action taken by PTAB to date, and other appeal data.

# Locating the EFP – Second Option

To use the EFP, go to <https://ptab.illinois.gov/>. On the PTAB home page, click **Information**, then select **eFiling System**.

The screenshot shows the PTAB website home page. The navigation menu at the top includes 'Information' and 'About PTAB'. A red circle highlights the 'Information' menu item, and a yellow arrow points to it from the left. A dropdown menu is open under 'Information', with 'eFiling System' highlighted by a red circle and a yellow arrow pointing to it from the left. Below the navigation, there is a banner for the 'State of Illinois Property Tax Appeal Board' with a description of the board's role. Below the banner, there is an 'Electronic Filing' section with three buttons: 'eFiling User Guide', 'eFiling Portal', and 'Standing Order #2'. Below this, there are two bullet points regarding filing requirements. At the bottom, there are three columns of information: 'Getting Started', 'Filing Your Appeal', and 'Appeal Status Inquiry (ASI)'. The 'Getting Started' column includes the text: 'Information, Instructions, Examples and Forms needed to get started with your property tax appeal.' The 'Filing Your Appeal' column includes the text: 'Things to know before you file and a helpful checklist that should be reviewed before filing your appeal.' The 'Appeal Status Inquiry (ASI)' column includes the text: 'View the status of your appeal, see the parties associated with the appeal, its classification and assessed values, action taken by PTAB to date, and other appeal data.'

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Getting Started  
Filing Your Appeal Instructions  
Forms & Brochures  
Reports, Synopses & Decisions  
Board Schedule, Agenda & Minutes  
Hearing Schedule  
Frequently Asked Questions  
Practices and Procedures  
**eFiling System**  
Appeal Status Inquiry (ASI)

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# Factors to Understand before Filing

Before entering the EFP, you need to agree to certain criteria to establish you have standing to appeal and understand the limitations of the system.

## Property Tax Appeal Board eFile System

PTAB developed this eFiling system to provide appellants with a secure and efficient means to appeal property assessments from Illinois' 102 local county boards of review. PTAB designed the system to support a wide range of litigants, including pro se appellants and law firms. Please view the [User Guide](#) before starting your appeal.

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I understand that I am entering a State of Illinois system to file a property assessment appeal. I understand that I need to provide all the required information and documentation to support my appeal. I understand that the failure to agree to or meet the criteria below will result in my inability to file an appeal with PTAB.

I understand that:

- I must establish jurisdiction by attaching a copy of the county board of review decision that I am appealing or a copy of Property Tax Appeal Board's decision for the preceding year when seeking a direct or "rollover" appeal (See 35 ILCS 200/16-160 and 16-185).
- I certify that I am filing this appeal within 30 days of the postmark date of written notice of the board of review's decision, within 30 days of the postmark date of the written notice of the application of final adopted township multipliers by the board of review, or within 30 days after the date that the board of review transmits to the county assessor pursuant to Section 16-125 its final action on the township in which the property is located. I understand that my appeal will be rejected if I fail to timely file.
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- I must enter the property index number (PIN) in its proper format as it appears on my tax bill with all digits and punctuation included.
- If I am appealing on behalf of a corporation, LLC, trust, condo association, or other legal entity, I should enter the entity's name in the "Last Name" field. If the name is too long for the "Last Name" field, I should enter the name of the entity starting on the "First Name" field and finishing on the "Last Name" field. If I am appealing on behalf of two or more people with different last names, I should enter one person's first and last name with "&" added at the end in the "First Name" field and I should enter the next person(s) first and last name in the "Last Name" field. I should not include a "c/o" if it only indicates the attorney already listed.

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Do not include any personal identifying information.

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You must attach a copy of one of the following to your petition:

1. The County Board of Review Decision
2. When seeking a Rollover – PTAB's decision for the preceding year.

How to attach a document can be found later in this guide.

**User Hint: You may upload a photo taken from your cellphone.**

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Your appeal must be filed within certain time limits. If your appeal is not filed within these legally binding time limits, the PTAB does not have jurisdiction to hear your appeal.

See:

1. 35 ILCS 200/16-125.
2. 35 ILCS 200/16-160, and
3. 86 Ill. Admin Code §1910.30.

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# Factors to Understand before Filing

I cannot upload PDF Portfolios. They will not be processed correctly by the system and will not be made part of the record.

You **cannot** upload a **PDF Portfolio**. A single PDF file is different from a **Portfolio**. Multiple PDF files can be uploaded.

**Q. What is a PDF Portfolio?**

**A. A PDF Portfolio contains multiple files assembled into an integrated PDF unit. The files in a PDF Portfolio can be in a wide range of file types created in different applications. For example, a PDF Portfolio can include text documents, e-mail messages, spreadsheets, CAD drawings, and PowerPoint presentations. (<https://helpx.adobe.com/acrobat/using/overview-pdf-portfolios.html>)**

**User Hint: You can upload multiple PDF files, but you need to upload them individually.**

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# Factors to Understand before Filing

I must enter the property index number (PIN) in its proper format as it appears on my tax bill with all digits and punctuation included.

The Property Index Number (PIN) must be entered in its proper format as it appears on your tax bill.

For example, Cook County PINs must be entered in the following format:  
11-11-111-111-0000

PTAB requires the correct format to eliminate duplicate filings on the same property.

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The Appellant's name must be entered as indicated above.

**User Hint: See next pages for further details.**

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I understand that:

- I must establish jurisdiction by attaching a copy of the county board of review decision that I am appealing or a copy of Property Tax Appeal Board's decision for the preceding year when seeking a direct or "rollover" appeal (See 35 ILCS 200/16-160 and 16-185).
- I certify that I am filing this appeal within 30 days of the postmark date of written notice of the board of review's decision, within 30 days of the postmark date of the written notice of the application of final adopted township multipliers by the board of review, or within 30 days after the date that the board of review transmits to the county assessor pursuant to Section 16-125 its final action on the township in which the property is located. I understand that my appeal will be rejected if I fail to timely file.
- I cannot upload PDF Portfolios or secured PDF files. They will not be processed correctly by the system and will not be made part of the record. I should attach the county board of review decision or PTAB decision as the first attachment and ensure that all pages have the correct orientation when scanned.
- I must enter the property index number (PIN) in its proper format as it appears on my tax bill with all digits and punctuation included.
- If I am appealing on behalf of a corporation, LLC, trust, condo association, or other legal entity, I should enter the entity's name in the "Last Name" field. If the name is too long for the "Last Name" field, I should enter the name of the entity starting on the "First Name" field and finishing on the "Last Name" field. If I am appealing on behalf of two or more people with different last names, I should enter one person's first and last name with "&" added at the end in the "First Name" field and I should enter the next person(s) first and last name in the "Last Name" field. I should not include a "c/o" if it only indicates the attorney already listed.

Agree to the terms and conditions, complete the Captcha, then click Submit.

I'm not a robot



Submit

# Factors to Understand before Filing – Entering Names

□ If I am appealing on behalf of a corporation, LLC, trust, condo association, or other legal entity, I should enter the entity's name in the "Last Name" field. If the name is too long for the "Last Name" field, I should enter the name of the entity starting on the "First Name" field and finishing on the "Last Name" field. If I am appealing on behalf of two or more people with different last names, I should enter one person's first and last name with "&" added at the end in the "First Name" field and I should enter the next person(s) first and last name in the "Last Name" field. I should not include a "c/o" if it only indicates the attorney already listed.

Your name must be entered as indicated above.

Corporations, LLCs, Trusts, Condo Associations, or Other Legal Entities Example:

If you are entering the name of Thornton Mellon Widget Company, you would enter “Thornton Mellon” in the First Name Field and “Widget Company” in the Last Name Field:

<b>Section II</b>	
<b>Appellant (Taxpayer or Owner) Information</b>	
Last Name	Widget Company
First Name	Thornton Mellon

Multiple Owners/Taxpayers with Different Last Names:

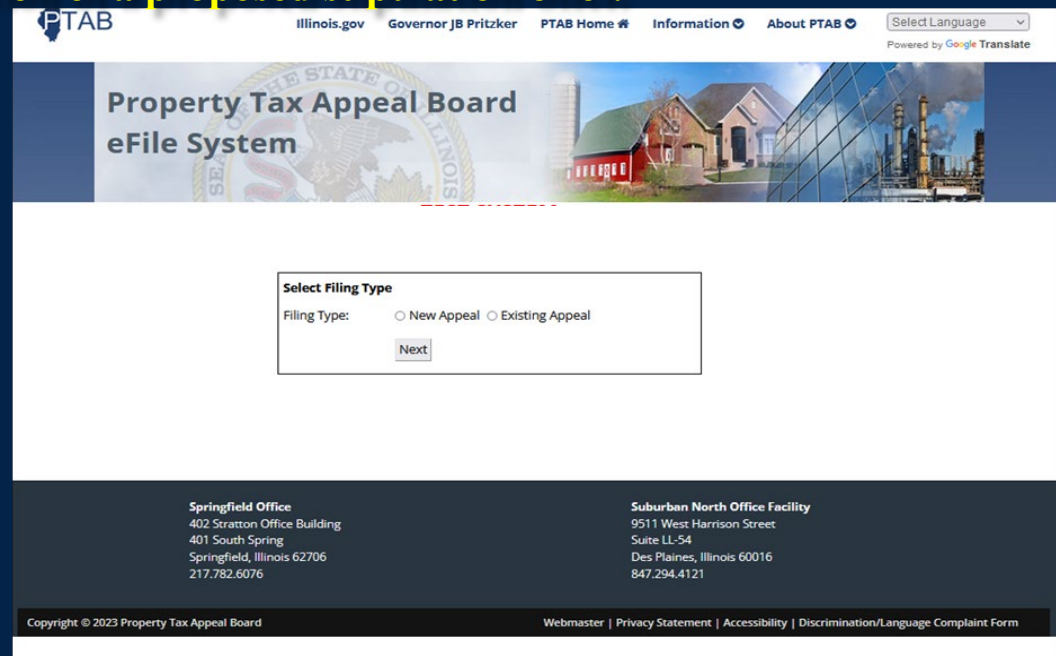
If you are entering two owners with different last names, you should enter the first person's name in the First Name Field followed by “&” and the second person's name in the Last Name Field. For Example:

<b>Section II</b>	
<b>Appellant (Taxpayer or Owner) Information</b>	
Last Name	Professor Terguson
First Name	Thornton Mellon &

# Entering Data in EFP

- Once you have agreed to these conditions you will be brought to this page.
- On this page you will have to indicate if you are filing a new appeal or filing into an existing appeal.
- You will have to file into an existing appeal if you need to:
  - File evidence into an appeal after an extension was granted.
  - Respond to an incomplete notice.
  - File an additional extension request.
  - File rebuttal evidence or a rebuttal extension request.
  - File a signed stipulation.
  - File a motion to withdraw.
  - File an acceptance or rejection of a proposed stipulation offer.

Boards of Review and Intervenor's will also use the "Existing Appeal" option which is covered later in this guide.



The screenshot shows the PTAB eFile System website. The header includes the PTAB logo, navigation links for Illinois.gov, Governor JB Pritzker, PTAB Home, Information, and About PTAB, and a language selection dropdown. The main content area features a banner with the text "Property Tax Appeal Board eFile System" and a background image of a house and an industrial facility. Below the banner is a form titled "Select Filing Type" with the following content:

**Select Filing Type**  
Filing Type:  New Appeal  Existing Appeal

The footer contains contact information for the Springfield Office and Suburban North Office Facility, along with copyright and legal notices.

# Entering Data in EFP

- Once you have selected New Appeal you will be brought to this page.
- To begin your appeal, you will need to enter the following information:

Appeal Type:	<input type="radio"/> Residential <input type="radio"/> Commercial <input type="radio"/> Industrial <input type="radio"/> Farm
Multi-PIN Appeal:	<input type="radio"/> Single <input type="radio"/> Multi-PIN <input type="radio"/> Multi-PIN (Over 50)
Assessment Year:	---- v
Select County:	---Select--- v
Select Township:	---Select--- v
Property Identification Number: (Lead PIN if Multiple PINs)	<input type="text"/>
Attorney/Pro Se Appellant:	-----Select----- v
	<input type="button" value="Submit"/>

# Entering Data in EFP

1. Click on the radio button to indicate the type of appeal you are filing. (For this guide, we will enter a residential appeal).

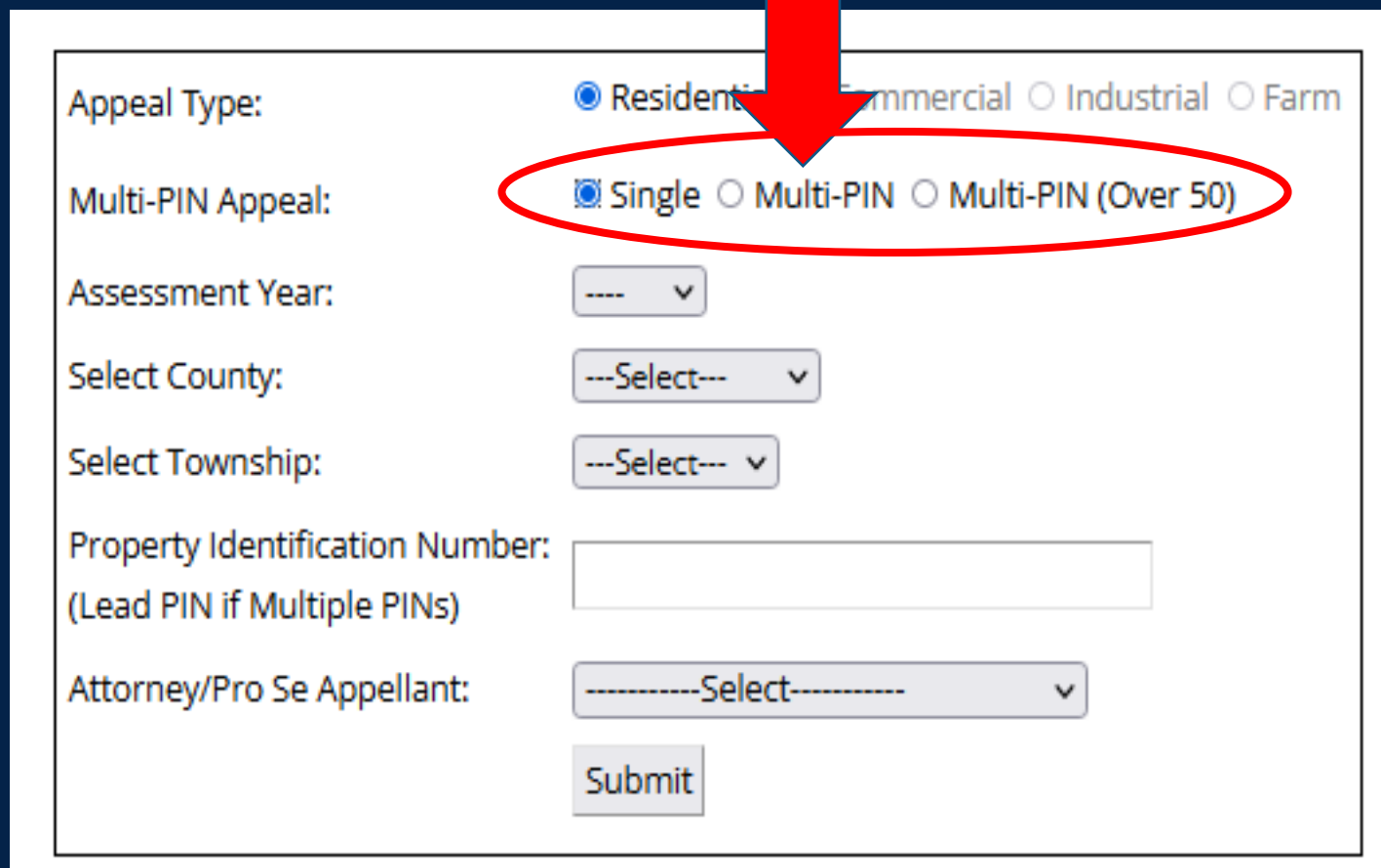


Appeal Type:	<input checked="" type="radio"/> Residential <input type="radio"/> Commercial <input type="radio"/> Industrial <input type="radio"/> Farm
Multi-PIN Appeal:	<input type="radio"/> Single <input type="radio"/> Multi-PIN <input type="radio"/> Multi-PIN (Over 50)
Assessment Year:	<input type="text" value="----"/> ▾
Select County:	<input type="text" value="---Select---"/> ▾
Select Township:	<input type="text" value="---Select---"/> ▾
Property Identification Number: (Lead PIN if Multiple PINs)	<input type="text"/>
Attorney/Pro Se Appellant:	<input type="text" value="-----Select-----"/> ▾
	<input type="button" value="Submit"/>

# Entering Data in EFP

- You must then indicate if your appeal is for a single PIN or multiple PINs. (For this guide the example will contain one PIN).**

Note: For most pro se appellants on a residential property, you will only have a single PIN. Condominium buildings will likely have multiple PINs.

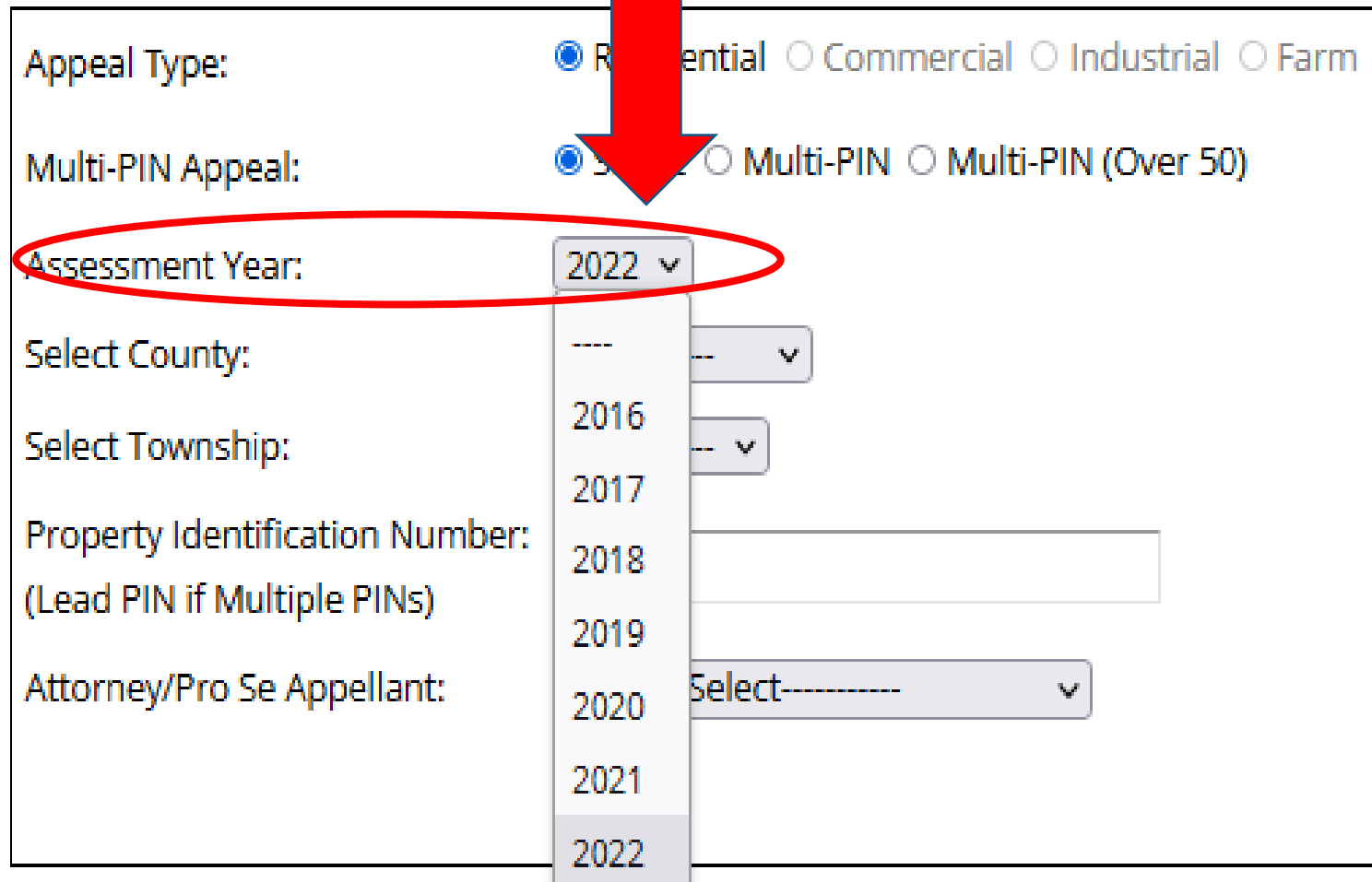


The screenshot shows a web form for entering appeal data. The 'Multi-PIN Appeal' section is highlighted with a red oval, and a red arrow points to the 'Single' radio button. The form includes the following fields:

- Appeal Type:  Residential  Commercial  Industrial  Farm
- Multi-PIN Appeal:  Single  Multi-PIN  Multi-PIN (Over 50)
- Assessment Year:  ▾
- Select County:  ▾
- Select Township:  ▾
- Property Identification Number:
- (Lead PIN if Multiple PINs)
- Attorney/Pro Se Appellant:  ▾
- Submit

# Entering Data in EFP

3. You must then select the assessment year that you are appealing. Ensure that this matches the assessment year listed on your notice from the Board of Review.



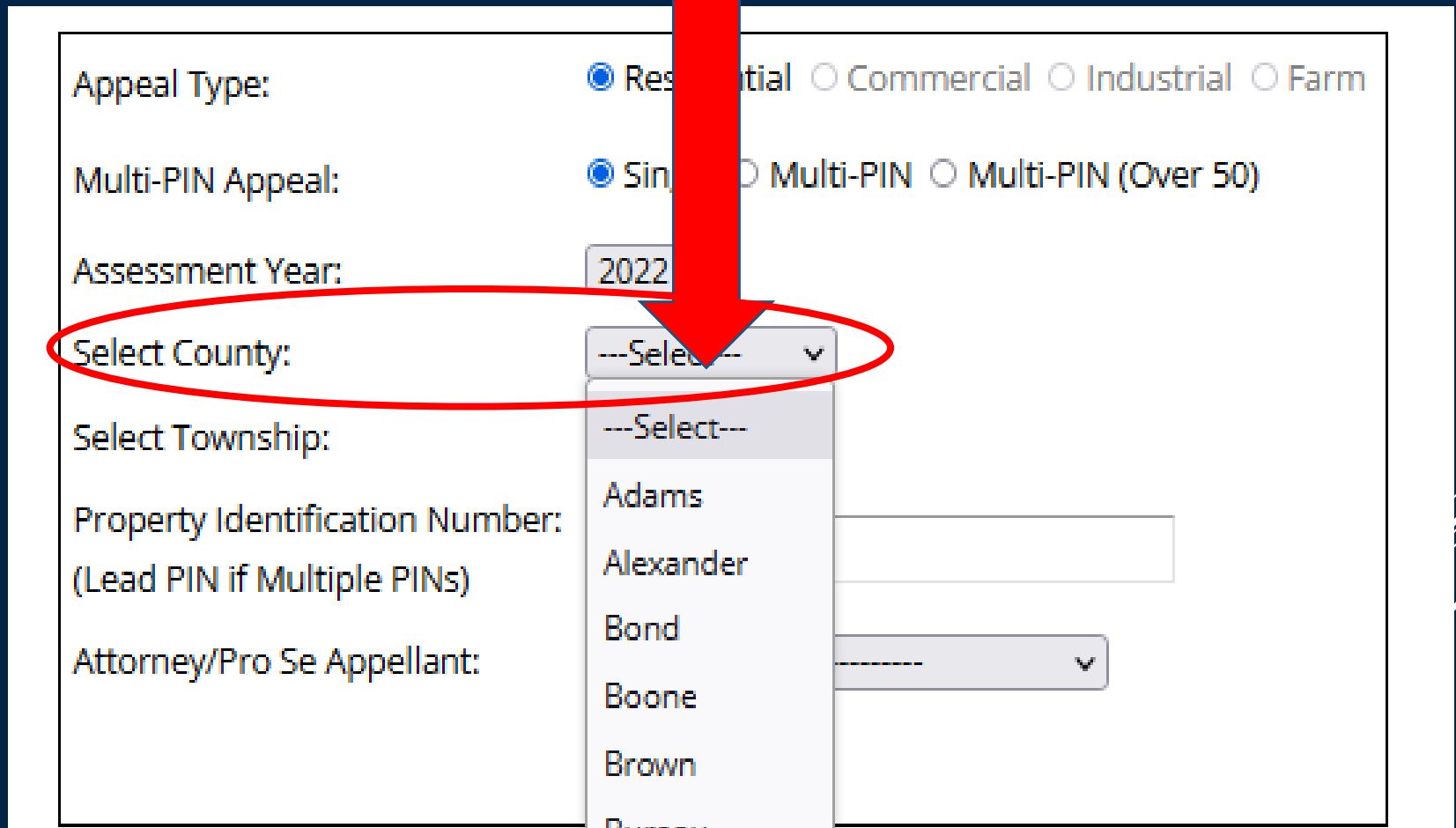
The screenshot shows a web form with the following fields and options:

- Appeal Type:  Residential  Commercial  Industrial  Farm
- Multi-PIN Appeal:  Single-PIN  Multi-PIN  Multi-PIN (Over 50)
- Assessment Year: 2022 (dropdown menu is open, showing years 2016 through 2022)
- Select County: [dropdown menu]
- Select Township: [dropdown menu]
- Property Identification Number: (Lead PIN if Multiple PINs) [text input field]
- Attorney/Pro Se Appellant: [dropdown menu with "Select-----" option]

A red arrow points to the 'Assessment Year' dropdown menu, and a red oval highlights the '2022' option.

# Entering Data in EFP

4. Next, select the county where the property that you are appealing is located.

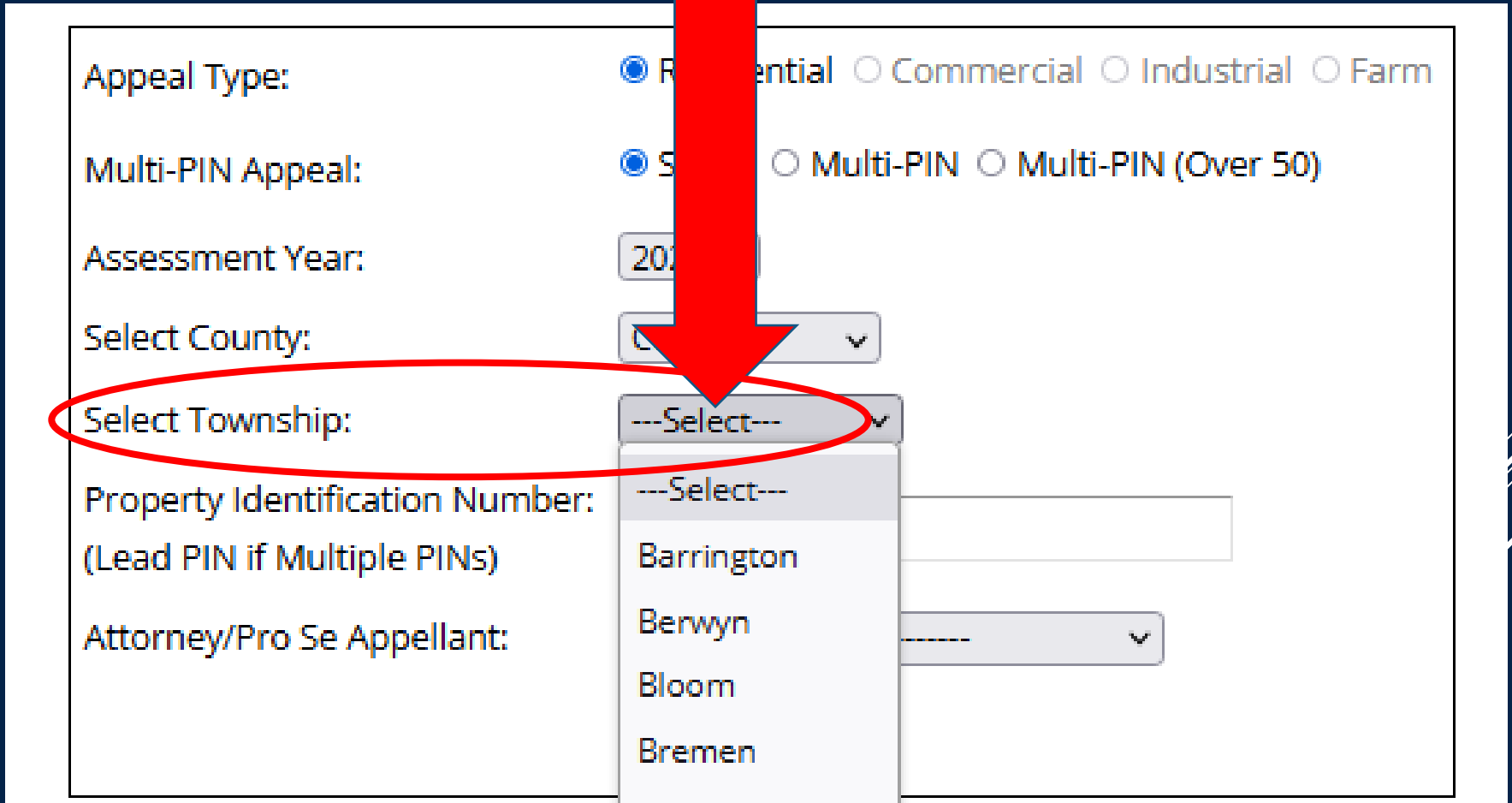


The screenshot shows a web form for entering data. The 'Select County' dropdown menu is highlighted with a red circle, and a large red arrow points down to it from above. The form includes the following fields:

- Appeal Type:  Residential  Commercial  Industrial  Farm
- Multi-PIN Appeal:  Single  Multi-PIN  Multi-PIN (Over 50)
- Assessment Year: 2022
- Select County: ---Select---
- Select Township: ---Select---
- Property Identification Number:
- (Lead PIN if Multiple PINs)
- Attorney/Pro Se Appellant:

# Entering Data in EFP

5. Select the township where the subject property is located.



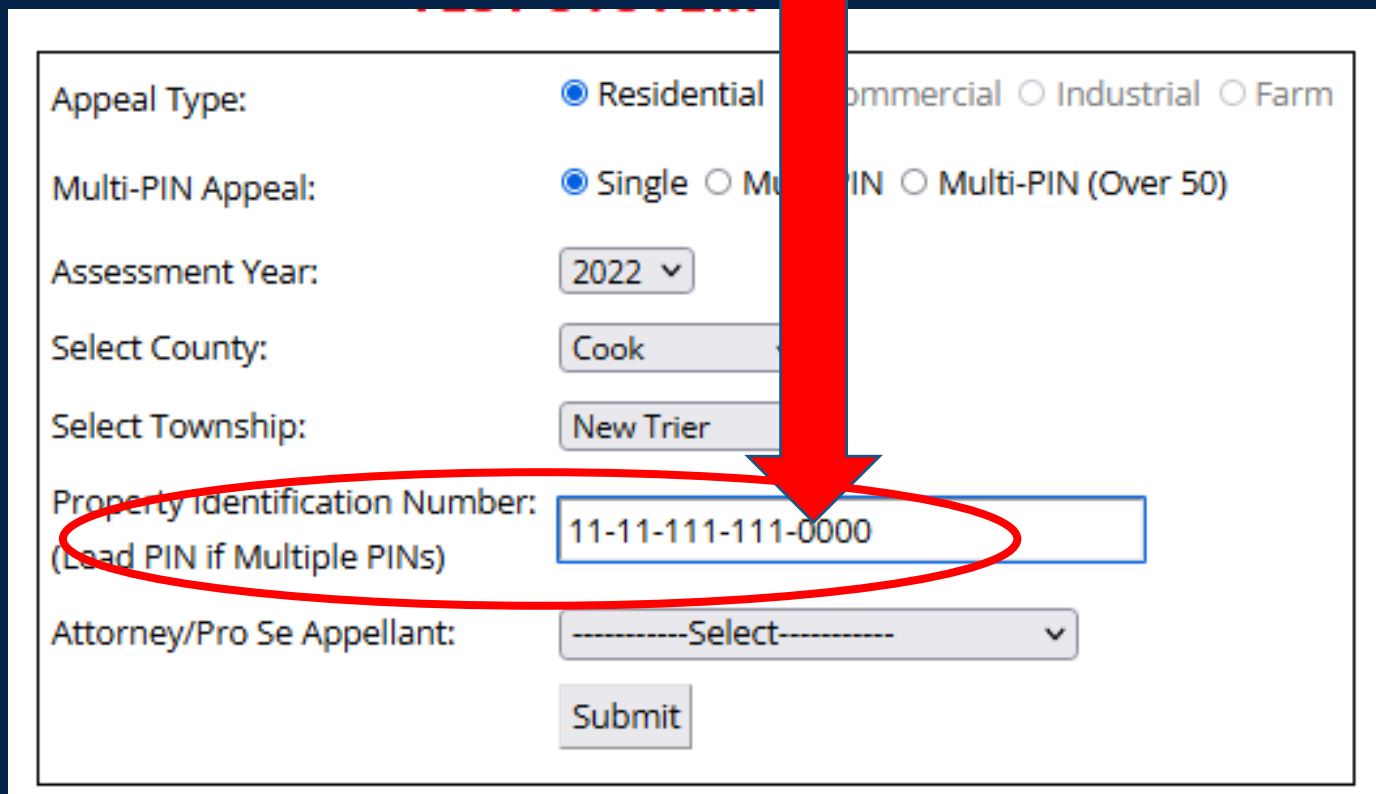
The screenshot shows a data entry form with the following fields and options:

- Appeal Type:  Residential  Commercial  Industrial  Farm
- Multi-PIN Appeal:  Single  Multi-PIN  Multi-PIN (Over 50)
- Assessment Year: 201
- Select County: [Dropdown]
- Select Township: [Dropdown menu open, showing options: ---Select---, Barrington, Berwyn, Bloom, Bremen]
- Property Identification Number: [Text input]
- (Lead PIN if Multiple PINs)
- Attorney/Pro Se Appellant: [Text input]

A red arrow points to the 'Select Township' dropdown menu, which is also circled in red. The dropdown menu is open, showing the following options: ---Select---, Barrington, Berwyn, Bloom, Bremen.

# Entering Data in EFP

6. Enter the Property Index Number (PIN) as it appears on your tax bill or the decision of the Board of Review which you are appealing.



The screenshot shows a web form for entering appeal data. The fields are as follows:

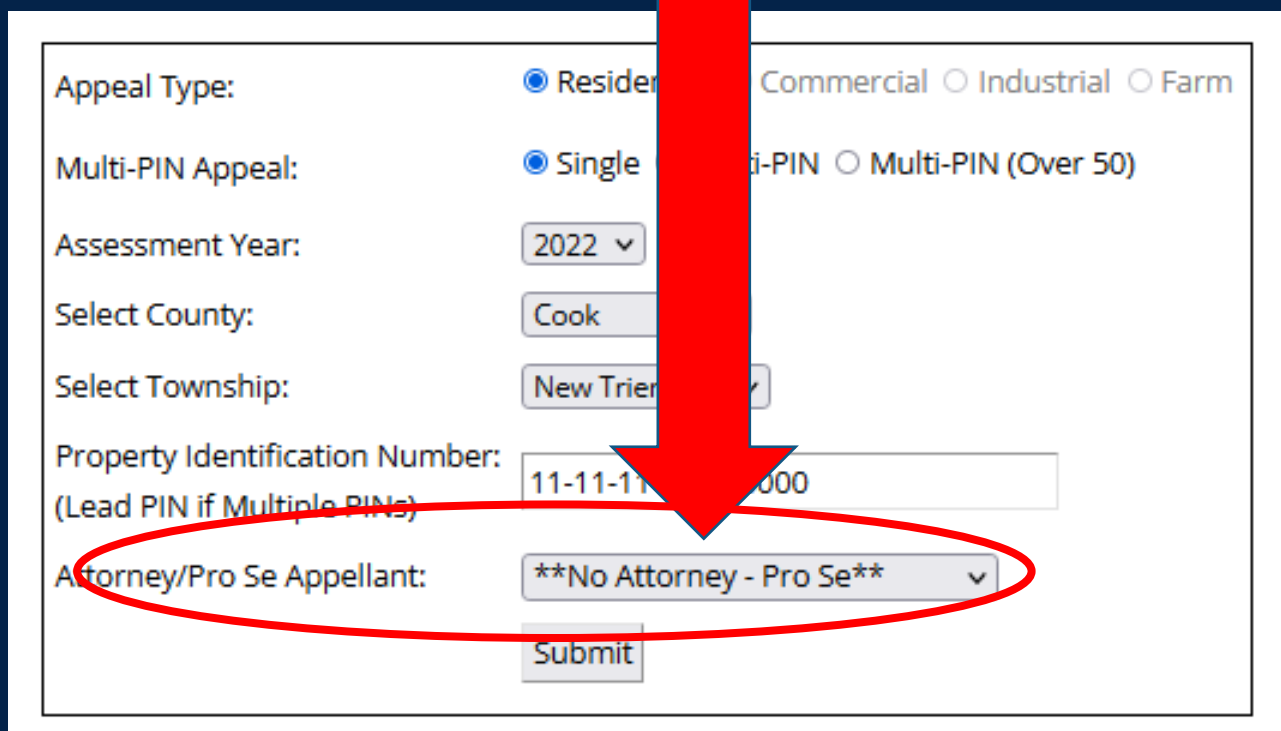
- Appeal Type:  Residential  Commercial  Industrial  Farm
- Multi-PIN Appeal:  Single  Multiple PIN  Multi-PIN (Over 50)
- Assessment Year: 2022 (dropdown)
- Select County: Cook (dropdown)
- Select Township: New Trier (dropdown)
- Property Identification Number: 11-11-111-111-0000 (text input, circled in red)
- (Lead PIN if Multiple PINs)
- Attorney/Pro Se Appellant: -----Select----- (dropdown)
- Submit (button)

A large red arrow points from the top of the page down to the Property Identification Number field, which is also circled in red.

**User Hint:** If you have multiple PINs, the lead PIN is the lowest numerical PIN. For example, if you have 3 PINs that are 11-11-111-111-0001, 11-11-111-111-0002, and 11-11-111-155-0003, then 11-11-111-111-0001 is the lead PIN.

# Entering Data in EFP

7. The piece of data to be entered is your attorney information. If you are a taxpayer representing yourself, you are considered “pro se.” In this case you will select the “\*\* No Attorney - Pro Se\*\*” option in the attorney drop down box.



The screenshot shows a web form with the following fields and options:

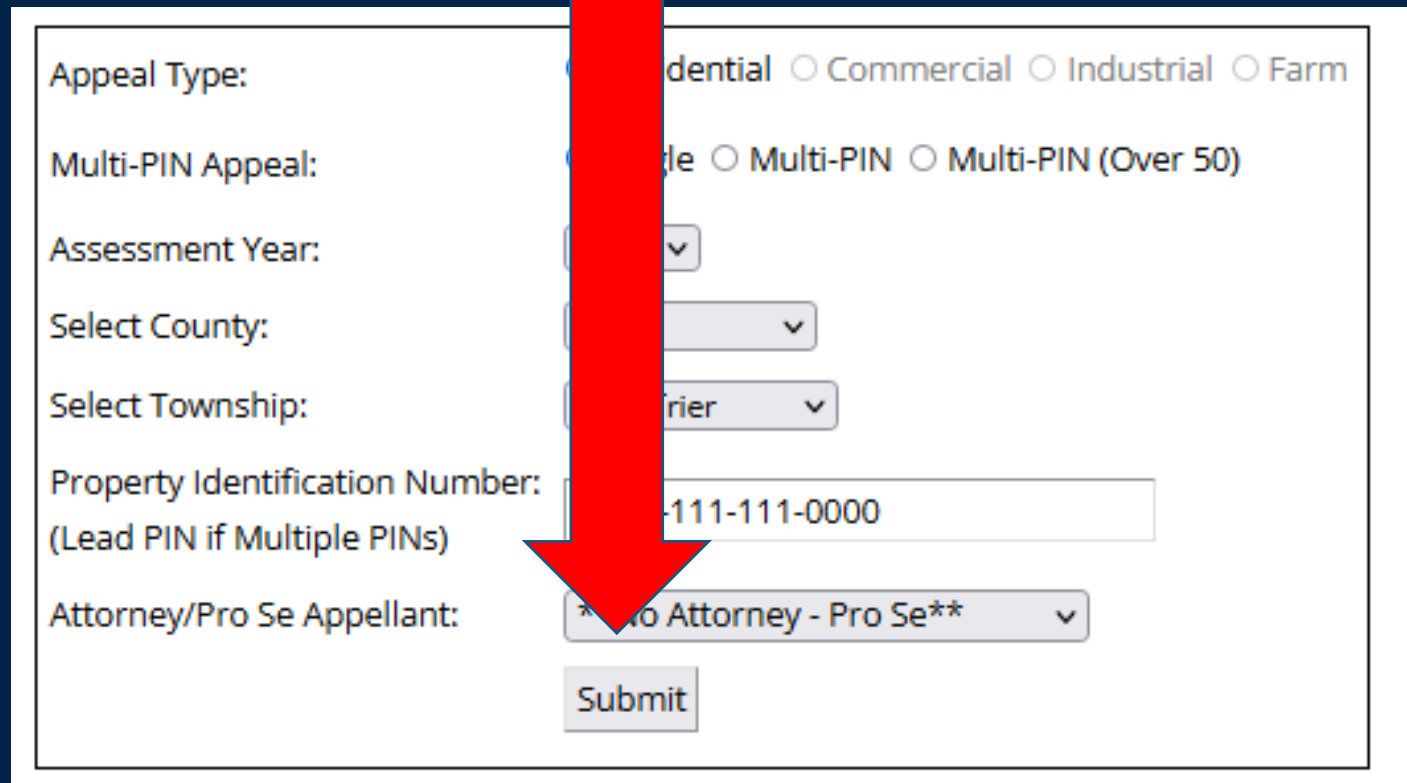
- Appeal Type:  Residential  Commercial  Industrial  Farm
- Multi-PIN Appeal:  Single  Multi-PIN  Multi-PIN (Over 50)
- Assessment Year: 2022
- Select County: Cook
- Select Township: New Trier
- Property Identification Number: 11-11-11-000
- Attorney/Pro Se Appellant: **\*\*No Attorney - Pro Se\*\*** (circled in red)
- Submit

A large red arrow points from the top of the form down to the Attorney/Pro Se Appellant dropdown menu.

Note to Attorneys: When you select your name from the drop-down list, your information will be populated into the petition automatically. If your information changes you can email PTAB at [PTA.Clerk@Illinois.gov](mailto:PTA.Clerk@Illinois.gov).

# Entering Data in EFP

- The final step is to click the submit button. The petition has not been filed at this point and will not be until it is completed and signed.**



The screenshot shows a web form for entering data. A large red arrow points from the top of the form down to the 'Submit' button. The form fields are as follows:

- Appeal Type:  Residential  Commercial  Industrial  Farm
- Multi-PIN Appeal:  Single  Multi-PIN  Multi-PIN (Over 50)
- Assessment Year:
- Select County:
- Select Township:
- Property Identification Number:   
(Lead PIN if Multiple PINs)
- Attorney/Pro Se Appellant:
- Submit

# Completing the Petition

Before your petition is generated, you will have to enter the information for who is going to be signing the petitions. You will need the name and email address of the signer. Once that is entered, you can click on the “Begin Signing” button. For this guide we will use a made-up name and email address.

### PowerForm Signer Information

Fill in the name and email for each signing role listed below.  
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

**Appellant or Attorney**

**Your Name: \***

  
**Your Email: \***  

**BEGIN SIGNING**

**Note to Law Firms: If you have multiple staff members entering appeals simultaneously for the same attorney see the appendix page 1 - 4.**

# Completing the Petition

1. Before you can begin to fill out the petition, you will need to agree to use the electronic records and signatures.

The screenshot shows the 'Please Review & Act on These Documents' page for the Illinois Property Tax Appeal Board (PTAB). The page is powered by DocuSign. A red circle highlights a checkbox labeled 'I agree to use electronic records and signatures' next to a yellow arrow icon. Below this, there are navigation buttons: 'CONTINUE', 'FINISH LATER', and 'OTHER ACTIONS'. A tooltip for 'FINISH LATER' says 'Use the Finish Later option to continue signing this document at a later time. Learn more...' with a 'GOT IT' button. The main form area is titled 'Appellant (Taxpayer or Owner) Information' and 'Attorney for Appellant'. It contains various input fields for names, addresses, and contact information. Below these are sections for '1a Petition is hereby made to appeal for property located in Cook County from:', '1b Is this an owner-occupied residence?', '2a Parcel Number', '2b If appellant is other than an owner, give name and address of owner.', '2c Assessment(s) of the property for the assessment year by parcel number.', and '2d This appeal is based on the following evidence (you must check all applicable boxes):'. The '2d' section includes checkboxes for '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', and 'Recent appraisal (enclose complete copy(s) of the appraisal)'. There are also some numerical input fields for 'Assessor Assessment' and 'Appellant Assessment Request'.

# Warnings & Tips to Know Before Completing the Petition

When you get to this screen, an envelope is created. The PTAB (taxpayers) pays for these envelopes. To minimize the cost to taxpayers, do not create more than one envelope for your appeal.

Please Review & Act on These Documents

PTA DocuSign  
Illinois Property Tax Appeal Board

PTAB  
Powered by DocuSign

Please read the [Electronic Record and Signature Disclosure](#).  
 I agree to use electronic records and signatures.

CONTINUE FINISH LATER OTHER ACTIONS

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.)

Use the Finish Later option to continue signing this document at a later time. Learn more...

GOT IT

**Section II** Attorney for Appellant

**Appellant (Taxpayer or Owner) Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Address Line 1 \_\_\_\_\_ Address Line 2 \_\_\_\_\_  
City \_\_\_\_\_ State - select -> \_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

**Attorney for Appellant**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Firm Name \_\_\_\_\_  
Address Line 1 \_\_\_\_\_ Address Line 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

1a Petition is hereby made to appeal for property located in \_\_\_\_\_ County from:  
a) The final, written decision of the County Board of Review dated \_\_\_\_\_ or  
transmittal date of \_\_\_\_\_ (Cook County only).  
OR  
b) The favorable decision of the Property Tax Appeal Board (PTAB) dated \_\_\_\_\_.  
 Rollover  Direct Appeal

1b Is this an owner-occupied residence?  Yes  No

2a Parcel Number: [11-11-111-0000] Township: \_\_\_\_\_ New Tier \_\_\_\_\_  
Address of property: \_\_\_\_\_

2b If appellant is other than an owner, give name and address of owner. Name: \_\_\_\_\_  
Address Line 1 \_\_\_\_\_ Address Line 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

2c Assessment(s) of the property for the assessment year by parcel number:  Multi-Parcel Appeal  
(Use the "Addendum to Petition" form for multiple parcels found at [www.ptab.illinois.gov](#) along with special instructions if 50 parcels or more.)

1. Board of Review or Assessor Assessment: Land [ ] Impr./Building [ ] Total [ ] 0.  
2. Appellant Assessment Request: Land [ ] Impr./Building [ ] Total [ ] 0.

ALWAYS complete lines 1 and 2 above for the assessment year being appealed. 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  Assessment equity - complete Section V  
 Comparable sales - complete Section V  Recent construction - complete Section VI  
 Contention of law - submit legal brief  Recent appraisal (enclose complete copy(s) of the appraisal)


- ❖ There is a 60-minute inactivity time limit before you will be timed out of your session. If you are actively working on your petition, you will not be timed out.
- ❖ If you need to leave your session for whatever reason, use the finish later option as explained later in this guide.
- ❖ PTAB's e-filing vendor (DocuSign) will send you an email with a new link to your file after 48-hours or after 5 clicks on the link that was sent to you using the finish later option, as long as it within 30 days of initiating the appeal.
- ❖ If you get kicked out of your session you can contact the PTAB, and our IT staff will be able to send you the envelope via email.
- ❖ If you need to have an envelope sent to you by PTAB's IT staff, email the PTAB Clerk at [pta.clerk@illinois.gov](mailto:pta.clerk@illinois.gov). \*This email is only monitored during business hours.\*

# Completing the Petition

- 2. At this point, your petition is generated and some of the information you have already provided will be transferred into the petition.
- 3. All red boxes must be populated before you will be able to file your petition. See the next pages to see what information is in a red box.

DocuSign Envelope ID: 11009C9E-6AD5-44DC-8C94-975BCD0DA28C Docket No. \_\_\_\_\_

**START**



### RESIDENTIAL APPEAL

State of Illinois – Property Tax Appeal Board (PTAB)

Assessment Year 2022

See page 5 for instructions; also, information on how to complete this form can be found at [www.ptab.illinois.gov](http://www.ptab.illinois.gov)

**Section I**

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.)

**Section II**

<b>Appellant (Taxpayer or Owner) Information</b>	<b>Attorney for Appellant</b>
Last Name _____	Last Name _____
First Name _____	First Name _____
Address Line 1 _____	Firm Name _____
Address Line 2 _____	Address Line 1 _____
City _____	Address Line 2 _____
State <input type="text" value="select"/> ZIP _____	City _____
Telephone _____	State _____ ZIP _____
Email Address _____	Telephone _____
	Email Address _____

**1a** Petition is hereby made to appeal for property located in Cook County from:  
a) The final, written decision of the County Board of Review dated \_\_\_\_\_ or transmittal date of \_\_\_\_\_, (Cook County only).  
**OR**  
b) The favorable decision of the Property Tax Appeal Board (PTAB) dated \_\_\_\_\_.  
 Rollover  Direct Appeal

**1b** Is this an owner-occupied residence?  Yes  No

**2a** Parcel Number 11-11-111-0000 Township New Trier  
Address of property \_\_\_\_\_

**2b** If appellant is other than an owner, give name and address of owner. Name \_\_\_\_\_  
Address Line 1 \_\_\_\_\_ Address Line 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**2c** Assessment(s) of the property for the assessment year by parcel number:  Multi-Parcel Appeal  
(Use the "Addendum to Petition" form for multiple parcels found at [www.ptab.illinois.gov](http://www.ptab.illinois.gov) along with special instructions if 50 parcels or more.)


1. Board of Review or Assessor Assessment:	Land _____	Impr./Building _____	Total _____ 0
2. Appellant Assessment Request:	Land _____	Impr./Building _____	Total _____ 0

ALWAYS complete lines 1 and 2 above for the assessment year being appealed. 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):

<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 (enclose complete copy(s) of the appraisal)

**Evidence:**  
 I certify this completed form along with enclosed evidence completes my appeal filing **OR**  
 I hereby request an extension of time to submit my evidence. Days requested: \_\_\_\_\_

**2e** Date 1/30/2023 | 2:37 PM CST Signature \_\_\_\_\_  \_\_\_\_\_  
Attorney or Appellant only

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# Completing the Petition

DocuSign Envelope ID: 11009C9E-6AD5-44DC-8C94-975BCD0DA28C

START

Docket No. \_\_\_\_\_

## RESIDENTIAL APPEAL

### State of Illinois – Property Tax Appeal Board (PTAB)

Assessment Year 2022

See page 5 for instructions; also, information on how to complete this form can be found at [www.ptab.illinois.gov](http://www.ptab.illinois.gov)

**Section I**

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.)

**Section II**

**Appellant (Taxpayer or Owner) Information**

Last Name \_\_\_\_\_  
First Name \_\_\_\_\_  
Address Line 1 \_\_\_\_\_  
Address Line 2 \_\_\_\_\_  
City \_\_\_\_\_  
State --select-- ZIP \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

**Attorney for Appellant**

Last Name \_\_\_\_\_  
First Name \_\_\_\_\_  
Firm Name \_\_\_\_\_  
Address Line 1 \_\_\_\_\_  
Address Line 2 \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

**1a** Petition is hereby made to appeal for property located in Cook County from:  
a) The final, written decision of the County Board of Review dated \_\_\_\_\_ or transmittal date of \_\_\_\_\_ (Cook County only).  
**OR**  
b) The favorable decision of the Property Tax Appeal Board (PTAB) dated \_\_\_\_\_.  
 Rollover  Direct Appeal

**1b** Is this an owner-occupied residence?  Yes  No

**2a** Parcel Number 11-11-111-111-0000 Township New Trier  
Address of property \_\_\_\_\_

**2b** If appellant is other than an owner, give name and address of owner. Name \_\_\_\_\_  
Address Line 1 \_\_\_\_\_ Address Line 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**2c** Assessment(s) of the property for the assessment year by parcel number:  Multi-Parcel Appeal  
(Use the "Addendum to Petition" form for multiple parcels found at [www.ptab.illinois.gov](http://www.ptab.illinois.gov) along with special instructions if 50 parcels or more.)

**1. Board of Review or Assessor Assessment:** Land \_\_\_\_\_ Impr./Building \_\_\_\_\_ Total \_\_\_\_\_ 0


**2. Appellant Assessment Request:** Land \_\_\_\_\_ Impr./Building \_\_\_\_\_ Total \_\_\_\_\_ 0

ALWAYS complete lines 1 and 2 above for the assessment year being appealed. 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):

<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 (enclose complete copy(s) of the appraisal)

**Evidence:**  
 I certify this completed form along with enclosed evidence completes my appeal filing **OR**  
 I hereby request an extension of time to submit my evidence. Days requested: \_\_\_\_\_

**2e** Date 1/30/2023 | 2:37 PM CST Signature:  \_\_\_\_\_  
Attorney or Appellant only

PTAB1A (rev. 01/23) PAGE 1 OF 5

**Attorney Note:**  
If an attorney, who is listed in the dropdown list, was filing the appeal, this information would be automatically populated.

# Completing the Petition

**START**

DocuSign Envelope ID: 11009C9E-6AD5-44DC-8C94-975BCD0DA28C

**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/structures**

**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.

**SUBMIT DOCUMENTATION** of the actual sales price (*submit copies of all that are available*) including a sales contract, Real Estate Transfer Declaration, listing data sheet, listing history, and Settlement Statement.

**Answer all questions.**

Full consideration (sale price) \$  Date of sale

Name of seller:

Is the sale of this residence a transfer between family members or related corporations?  Yes  No

Sold by:  Owner  Realtor  Auction  Other

Name of 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 due to a foreclosure action?  Yes  No

Was this property sold using a contract for deed?  Yes  No If yes, specify the date the contract was entered:

If renovated, amount spent before occupying \$  Date occupied:

PTAB1A (Rev. 01/23) PAGE 3 OF 6

# Completing the Petition

DocuSign Envelope ID: 11009C9E-6AD5-44DC-8C94-975BC00DA28C

## Section V – Comparable Sales/Assessment Grid Analysis

START

As an alternative, an appraisal establishing the fair market value of the subject property under appeal as of the assessment date may be submitted. (Note: If a hearing is held in the case, the PTAB will be better able to judge the weight and credibility of the appraisal if your appraiser testifies in person.)

**Comparable Sales:** Provide at least three recent sales of property comparable to the subject property. Complete the entire grid analysis (except assessment data). Include dates of sale and prices paid. Submit a property record card and/or listing sheet of each sale. (Note: Comparable sales should be similar to the subject property in location, size, design, age, and amenities.)

**Assessment Equity:** Provide at least three properties similar to the subject property and include the assessment of each property for the assessment year on appeal. Complete the entire grid analysis (except sale data). Submit a property record card for each property. (Note: Assessment comparables should be similar to the subject property in location, size, design, age, and amenities.)

In addition to the above instructions, print additional blank copies of the next page and renumber columns if submitting more than nine comparable properties. All comparables should be similar to the subject in location, size, design, age, and amenities. Photographs should be submitted if they aid in explaining the appeal.

Property Index Number (P.I.N.)	Subject (your house)	Comp #1	Comp #2	Comp #3	<input type="checkbox"/> Comp #4
Address					
Neighborhood Code					
Proximity to subject	N/A				
Total Land Sq. Ft.					
Design/Number of stories					
Class					
Exterior Construction					
Number of Dwelling Units in Building					
Age of property					
Number of bathrooms					
Living area (square feet)					
Basement area-- Sq. Ft. (full/part)					
Finished basement area -- Sq. Ft.					
Air conditioning (Yes or No)	-- select -- v	-- select -- v	-- select -- v	-- select -- v	
Number of Fireplaces					
Garage or car port (square feet)					
Other structures or improvements					
Date of sale					
Sale price					
Sale price per square foot (Sale price / bldg. size)					
Land assessment					
Improvement assessment					
Total assessment	0	0	0	0	
Improvement assessment per sq. ft. (Impr. Assmt. / Living Area (Sq. Ft.))	Div/0	Div/0	Div/0	Div/0	

**User Note:**  
**If your appeal is based on “Comparable Sales” or “Assessment Equity” you will need to complete the attached grid. Again, all red boxes are mandatory. You may, of course, submit more than 3 comparable sales. Just click on the box to add a fourth.**

# Completing the Petition

- 4. All petitions must contain at least one attachment. Either the board of review's decision or PTAB's decision from the prior year.
- 5. You can upload your attachment(s) clicking on this icon.

START

Designation ID: 11009C9E6AD5-44DC-8C94-975BCD0DA28C Docket No. \_\_\_\_\_

## RESIDENTIAL APPEAL

State of Illinois – Property Tax Appeal Board (PTAB)

Assessment Year 2022

See page 5 for instructions; also, information on how to complete this form can be found at [www.ptab.illinois.gov](http://www.ptab.illinois.gov)

**Section I**

**HEARING OPTIONS** – If neither box is checked, your appeal may be decided based on the evidence submitted. PLEASE CHECK

I would like the PTAB to determine the correct assessment based on the evidence submitted. (This may expedite resolution of the case.)

I would like to present my case in person at a hearing. (Note: Location, date, and time will be determined by the PTAB.)

**Section II**

**Appellant (Taxpayer or Owner) Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address Line 1 \_\_\_\_\_ Address Line 2 \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

**Attorney for Appellant**

Firm Name \_\_\_\_\_

Address Line 1 \_\_\_\_\_ Address Line 2 \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

1a Petition is hereby made to appeal for property located in Cook County from:

a) The final, written decision of the County Board of Review dated \_\_\_\_\_ or transmittal date of \_\_\_\_\_ (Cook County only).

OR

b) The favorable decision of the Property Tax Appeal Board (PTAB) dated \_\_\_\_\_.

Rollover  Direct Appeal

1b Is this an owner-occupied residence?  Yes  No

2a Parcel Number 11-11-111-111-0000 Township New Trier

Address of property \_\_\_\_\_

2b If appellant is other than an owner, give name and address of owner. Name \_\_\_\_\_

Address Line 1 \_\_\_\_\_ Address Line 2 \_\_\_\_\_

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

2c Assessment(s) of the property for the assessment year by parcel number:  Multi-Parcel Appeal

(Use the "Addendum to Petition" form for multiple parcels found at [www.ptab.illinois.gov](http://www.ptab.illinois.gov) along with special instructions if 60 parcels or more.)

1. Board of Review or Assessor Assessment: Land \_\_\_\_\_ Impr./Building \_\_\_\_\_ Total \_\_\_\_\_

2. Appellant Assessment Request: Land \_\_\_\_\_ Impr./Building \_\_\_\_\_ Total \_\_\_\_\_

ALWAYS complete lines 1 and 2 above for the assessment year being appealed. 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):

<input type="checkbox"/> Recent sale – complete Section IV	<input checked="" 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 (enclose complete copy(s) of the appraisal)

Evidence:

I certify this completed form along with enclosed evidence completes my appeal filing OR

I hereby request an extension of time to submit my evidence. Days requested: \_\_\_\_\_

2e Date 1/30/2023 | 2:47 PM CST Signature \_\_\_\_\_

PTAB1A (rev. 01/23) PAGE 1 OF 5

**User Note:**  
You can also upload all other documents including an appraisal, spreadsheet, or photos using this icon.



# Finish Later Option



START

DocuSign Envelope ID: 11009C9E-6AD5-44DC-8C94-975BCD0DA28C Docket No. \_\_\_\_\_

**RESIDENTIAL APPEAL**  
**State of Illinois – Property Tax Appeal Board (PTAB)**  
Assessment Year 2022

See page 5 for instructions; also, information on how to complete this form can be found at [www.ptab.illinois.gov](http://www.ptab.illinois.gov)

**Section I**  
**HEARING OPTIONS** -- If neither box is checked, your appeal may be decided based on the evidence submitted. (Note: Location, date, and time will be determined by the PTAB.)  
 I would like the PTAB to determine the correct assessment based on the evidence submitted.  
 I would like to present my case in person at a hearing. (Note: Location, date, and time will be determined by the PTAB.)

**Section II**  
**Appellant (Taxpayer or Owner) Information**

Last Name \_\_\_\_\_  
First Name \_\_\_\_\_  
Address Line 1 \_\_\_\_\_  
Address Line 2 \_\_\_\_\_  
City \_\_\_\_\_  
State IL ZIP \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

**Attorney for Appellant**  
Last Name \_\_\_\_\_  
First Name \_\_\_\_\_  
Firm Name \_\_\_\_\_  
Address Line 1 \_\_\_\_\_  
Address Line 2 \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

**1a** Petition is hereby made to appeal for property located in Cook  
a) The final, written decision of the County Board of Review dated \_\_\_\_\_  
transmittal date of \_\_\_\_\_ (Cook County only).  
**OR**  
b) The favorable decision of the Property Tax Appeal Board (PTAB) dated \_\_\_\_\_  
 Rollover  Direct Appeal

**1b** Is this an owner-occupied residence?  Yes  No

**2a** Parcel Number 11-11-111-111-0000 Township New  
Address of property \_\_\_\_\_

**2b** If appellant is other than an owner, give name and address of owner. Name \_\_\_\_\_  
Address Line 1 \_\_\_\_\_ Address Line 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_

**2c** Assessment(s) of the property for the assessment year by parcel number:  
(Use the "Addendum to Petition" form for multiple parcels found at [www.ptab.illinois.gov](http://www.ptab.illinois.gov) along with the "Assessment Request" form.)

**1.** Board of Review or Assessor Assessment: Land \_\_\_\_\_ Impr./Building \_\_\_\_\_

**2.** Appellant Assessment Request: Land \_\_\_\_\_ Impr./Building \_\_\_\_\_

**2d** This appeal is based on the following evidence (you **must** check all applicable boxes):

<input type="checkbox"/> Recent sale – complete Section IV	<input type="checkbox"/> Assessment equity – complete Section IV
<input type="checkbox"/> Comparable sales – complete Section V	<input type="checkbox"/> Recent construction – complete Section IV
<input type="checkbox"/> Contention of law – submit legal brief	<input type="checkbox"/> Recent appraisal (evidence) – complete Section IV

**Evidence:**  
 I certify this completed form along with enclosed evidence completes my appeal filing OF  
 I hereby request an extension of time to submit my evidence. Days requested: \_\_\_\_\_

**2e** Date 1/30/2023 | 2:47 PM CST Signature \_\_\_\_\_

## User Note:

The Finish Later option allows you to save the data you have entered in your petition if you need to stop working on it. You will get an email with a link to your petition which will allow you to pick up where you left off.

**Warning:** The link will only be valid for 48 hours or after 5 clicks on the link. If your link expires, a new link will be sent to you by DocuSign which will be valid for 30 days. If, after searching your email, you cannot locate the email with the link you can contact PTAB's IT staff, who may be able to assist you. Email PTAB's IT staff at [PTA.CLERK@Illinois.gov](mailto:PTA.CLERK@Illinois.gov).

**Note:** this will not extend any filing deadlines. It is your responsibility to complete your appeal on time if using this option. The PTAB will not send you a reminder.

# Copy of Petition and Proof of Filing

- Once you file your petition, you will receive an email like the one to the right.
- You will be able to print or save a copy of your petition from this email.



Your document has been completed

[VIEW COMPLETED DOCUMENTS](#)



PTA DocuSign  
PTADocuSign@illinois.gov

All parties have completed Please DocuSign PTAB Appeal Form AY:2022  
PIN:45-64-046-456.

PTAB Residential Appeal Form AY:2022 PIN:45-64-046-456.

**NOTE:** Links to documents expire after 48 hours or after 5 clicks on the link. The system will automatically send you a new link if you attempt use one after it expires. After 30 days, links are no longer valid and you must contact PTAB's IT staff so they can send you a new link. Email PTAB's IT staff at [PTAClerk@illinois.gov](mailto:PTAClerk@illinois.gov).

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## Additional Information

- Before you begin your appeal, you should review the following pages, so you know what information is required to submit your appeal.
- You can find the example appeal forms on PTAB's website, as well as frequently asked questions and other useful tools.
- Links:
  - <https://ptab.illinois.gov/filing.html>
  - <https://ptab.illinois.gov/forms.html>
  - <https://ptab.illinois.gov/getStarted.html>
  - <https://ptab.illinois.gov/faq.html>

**You should have the following information ready before you start to complete your petition.**

- I. **Section I** – Hearing Options – Must choose one of the following options:
  - a. Allow PTAB to rule on appeal based on evidence submitted.
  - b. Request a hearing in person or virtually. (PTAB will determine time, date and location of the hearing.)
  
- II. **Section II**.
  - a. Appellant’s Last Name (Taxpayer or Owner – the one who is appealing).
  - b. Appellant’s First Name
  - c. Address (Street, City, State, and Zip)
  - d. Telephone
  - e. Email address
  - f. County where the property is located (if a property is in two counties, pick one)
  - g. Is the appeal from option:
    - i. (A) the county board of review, or
    - ii.(B) the favorable decision of the PTAB (Rollover or Direct Appeal)?
      - 1.If from option A above, you must attach the decision of the board of review and enter the date of the decisions (or the transmittal date if Cook County).
      - 2.If from option B above, you must attach PTAB’s decision and enter the date of the decision.


**You should have the following information ready before you start to complete your petition.**

II. Section II (Continued).

- h. Is the property owner-occupied?
- i. Parcel Number (PIN)
- j. Township
- k. Address of the subject property
- l. Board of Reviews assessment:
  - i. Land
  - ii. Improvement/Building
- m. Appellant's Request
  - i. Land
  - ii. Improvement/Building
- n. The basis for appeal (check all that apply)
  - i. Recent Sale (Section IV will be mandatory)
  - ii. Comparable Sales (Section V will be required)
  - iii. Contention of Law (submit a legal brief with petition)
  - iv. Assessment Equity (Section V will be required)
  - v. Recent Construction (Section VI)
  - vi. Recent Appraisal (Attach appraisal with petition)
- o. Certify if your appeal is completed or request an extension.

**You should have the following information ready before  
you start to complete your petition.**

**III. Section III**

- a. Lot size.
  - b. Age of house or Year Constructed.
  - c. House Square footage.
  - d. Construction – Frame, brick, masonry, or other.
  - e. Design/Number of Stories – one, two, one and one-half, or other.
  - f. Foundation – slab, crawl space, full basement, partial basement, finished or unfinished.
  - g. The number of bathrooms.
  - h. The number of fireplaces.
  - i. Central Air.
- 

# Comparable Sales or Assessment Equity

You must complete the grid below if your appeal is based on comparable sales or assessment equity. The boxes in red are mandatory for the subject and the comparable properties.

	Subject (your house)	Comp #1	Comp #2	Comp #3	<input type="checkbox"/> Comp #4
Property Index Number (P.I.N.)					
Address					
Neighborhood Code					
Proximity to subject	N/A				
Total Land Sq. Ft.					
Design/Number of stories					
Class					
Exterior Construction					
Number of Dwelling Units in Building					
Age of property					
Number of bathrooms					
Living area (square feet)					
Basement area-- Sq. Ft. (full/part)					
Finished basement area -- Sq. Ft.					
Air conditioning (Yes or No)	-- select -- v	-- select -- v	-- select -- v	-- select -- v	
Number of Fireplaces					
Garage or car port (square feet)					
Other structures or improvements					
Date of sale					
Sale price					
Sale price per square foot (Sale price / bldg. size)	Div/0	Div/0	Div/0	Div/0	
Land assessment					
Improvement assessment					
Total assessment					
Improvement assessment per sq. ft. (Impr. Assmt. / Living Area (Sq. Ft.))					

# Extension Requests to Submit Evidence and Filing an Amended Petition

- **If you need more time to submit your evidence, you will need to request time by clicking the section below.**

The screenshot shows a form titled "Evidence:" with two radio button options. The second option, "I hereby request an extension of time to submit my evidence. Days requested:", is selected. To the right of this text is a dropdown menu labeled "Required - ExtDaysRequested" with a list of options: "-- select --", "-- select --", "30", "60", and "90". Below the radio buttons, there is a "2e Date" field containing "2/15/2023 | 11:00 AM CST" and a "Signature" field. To the right of the signature field is a label "Attorney or Appellant only" and a line for a signature. At the bottom left of the form is the text "PTAB1A (rev. 01/23)" and at the bottom right is "PAGE 1 OF 5".

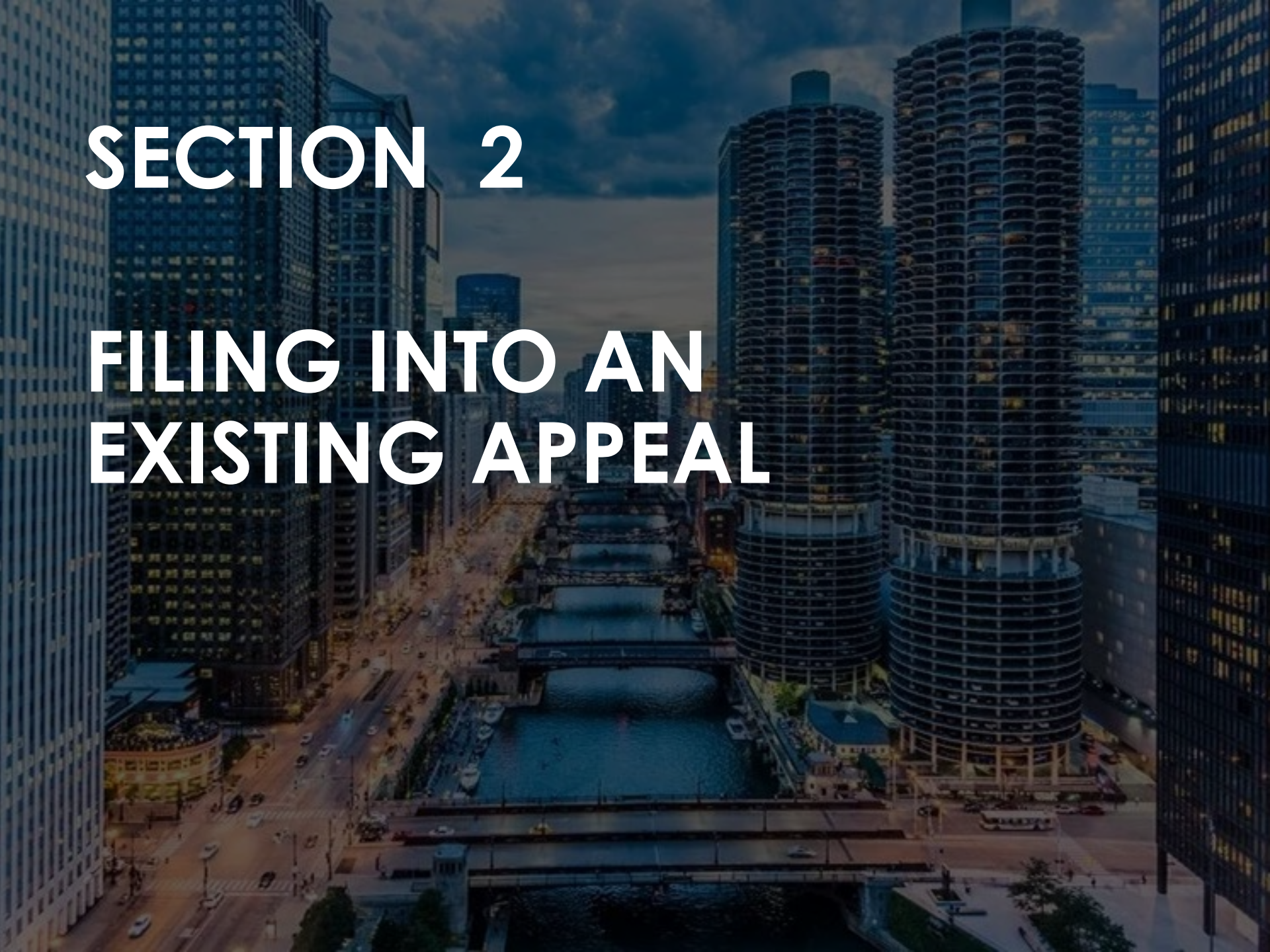
- **You will need to submit your evidence within the extension period granted by the PTAB. This rule is strictly enforced. If you request 30 days, but need more time, you should submit a request for extension before the due date. See 86 Ill. Admin. Code 1910.(g).**

**Note:** Do not request more than 30 days unless you comply with PTAB's rules.

- **After an extension is granted, you should use the e-filing portal to file your evidence.**
- **Amended petitions should also be filed in the e-filing portal.**

# SECTION 2

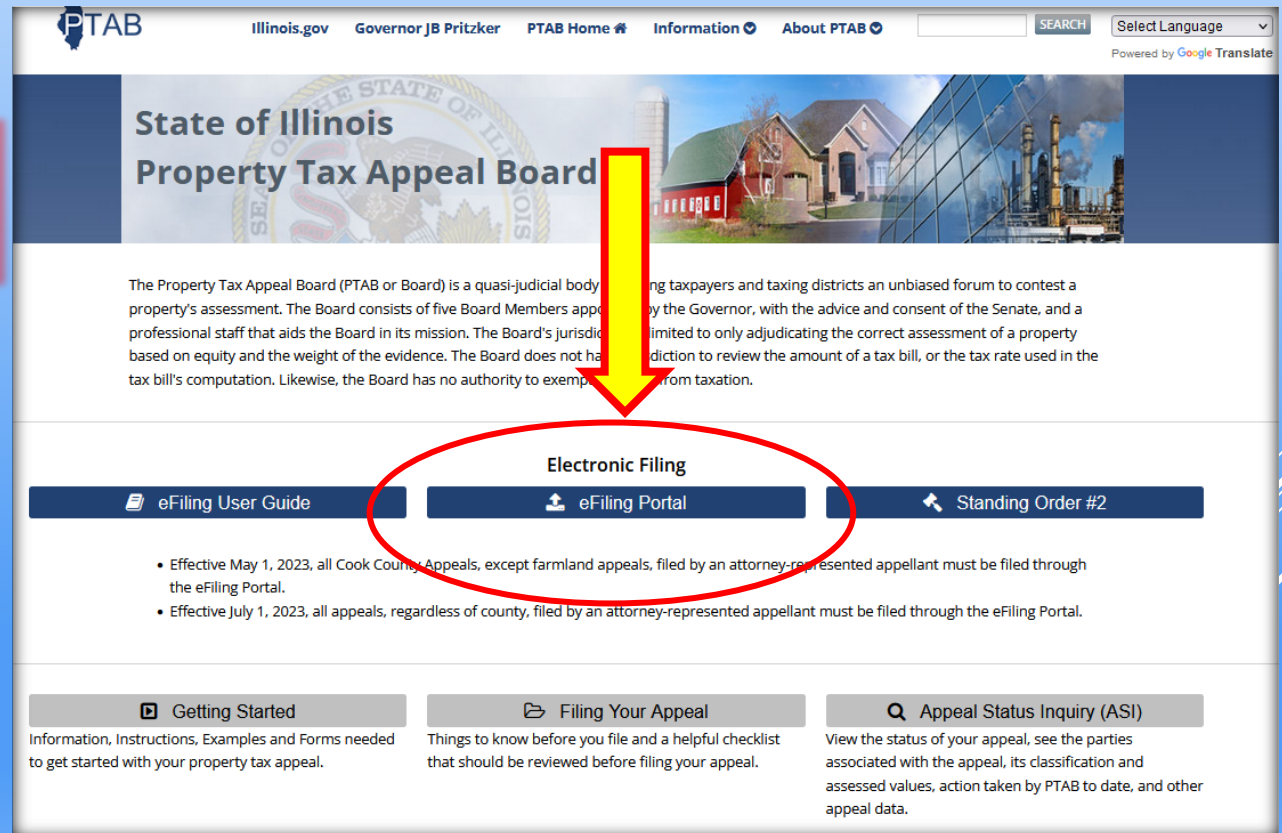
# FILING INTO AN EXISTING APPEAL



# Enter the EFP

To use the EFP, go to <https://ptab.illinois.gov/>. On the PTAB home page, click the *eFiling Portal*.

You will need your docket number to file into an existing case.



The screenshot shows the PTAB website home page. At the top, there is a navigation bar with the PTAB logo, links for Illinois.gov, Governor JB Pritzker, PTAB Home, Information, and About PTAB, a search bar, and a language selection dropdown. Below the navigation bar is a banner image featuring the State of Illinois seal and a photograph of a house and industrial buildings. The main heading reads "State of Illinois Property Tax Appeal Board". A paragraph of text describes the board's role as a quasi-judicial body. A large yellow arrow points down from the text to a red oval that highlights the "Electronic Filing" section. This section contains three buttons: "eFiling User Guide", "eFiling Portal", and "Standing Order #2". Below these buttons are two bullet points regarding filing requirements effective May 1, 2023, and July 1, 2023. At the bottom, there are three columns with icons and titles: "Getting Started", "Filing Your Appeal", and "Appeal Status Inquiry (ASI)", each with a brief description of the service.

PTAB Illinois.gov Governor JB Pritzker PTAB Home Information About PTAB SEARCH Select Language

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## State of Illinois Property Tax Appeal Board

The Property Tax Appeal Board (PTAB or Board) is a quasi-judicial body providing taxpayers and taxing districts an unbiased forum to contest a property's assessment. The Board consists of five Board Members appointed by the Governor, with the advice and consent of the Senate, and a professional staff that aids the Board in its mission. The Board's jurisdiction is limited to only adjudicating the correct assessment of a property based on equity and the weight of the evidence. The Board does not have jurisdiction to review the amount of a tax bill, or the tax rate used in the tax bill's computation. Likewise, the Board has no authority to exempt a property from taxation.

### Electronic Filing

- eFiling User Guide
- eFiling Portal
- Standing Order #2

- Effective May 1, 2023, all Cook County Appeals, except farmland appeals, filed by an attorney-represented appellant must be filed through the eFiling Portal.
- Effective July 1, 2023, all appeals, regardless of county, filed by an attorney-represented appellant must be filed through the eFiling Portal.

#### Getting Started

Information, Instructions, Examples and Forms needed to get started with your property tax appeal.

#### Filing Your Appeal

Things to know before you file and a helpful checklist that should be reviewed before filing your appeal.

#### Appeal Status Inquiry (ASI)

View the status of your appeal, see the parties associated with the appeal, its classification and assessed values, action taken by PTAB to date, and other appeal data.

# Agree to the Criteria for Using the EFP

## Property Tax Appeal Board eFile System

PTAB developed this eFiling system to provide appellants with a secure and efficient means to appeal property assessments from Illinois' 102 local county boards of review. PTAB designed the system to support a wide range of litigants, including pro se appellants and law firms. Please view the [User Guide](#) before starting your appeal.

**All documents submitted to the PTAB are subject to the Freedom of Information Act – do NOT disclose or submit any document which contains a social security number, taxpayer identification number, bank account number, or date of birth. Any documents containing this information should have said information redacted.**

This is a government website for official PTAB business only. All activities of users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by Illinois and federal law for improper use, protection of system security, the performance of maintenance, and for appropriate management by the PTAB of its systems. Users expressly consent to monitoring their use of the system and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials. Any filings that attempt to bypass the embedded data security or manipulate the fields on the electronic forms will be null and void pursuant to [Standing Order No. 2](#).

I understand that I am entering a State of Illinois system to file a property assessment appeal. I understand that I need to provide all the required information and documentation to support my appeal. I understand that the failure to agree to or meet the criteria below will result in my inability to file an appeal with PTAB.

I understand that:

- I must establish jurisdiction by attaching a copy of the county board of review decision that I am appealing or a copy of Property Tax Appeal Board's decision for the preceding year when seeking a direct or "rollover" appeal (See 35 ILCS 200/16-160 and 16-185).
- I certify that I am filing this appeal within 30 days of the postmark date of written notice of the board of review's decision, within 30 days of the postmark date of the written notice of the application of final adopted township multipliers by the board of review, or within 30 days after the date that the board of review transmits to the county assessor pursuant to Section 16-125 its final action on the township in which the property is located. I understand that my appeal will be rejected if I fail to timely file.
- I cannot upload PDF Portfolios or secured PDF files. They will not be processed correctly by the system and will not be made part of the record. I should attach the county board of review decision or PTAB decision as the first attachment and ensure that all pages have the correct orientation when scanned.
- I must enter the property index number (PIN) in its proper format as it appears on my tax bill with all digits and punctuation included.
- If I am appealing on behalf of a corporation, LLC, trust, condo association, or other legal entity, I should enter the entity's name in the "Last Name" field. If the name is too long for the "Last Name" field, I should enter the name of the entity starting on the "First Name" field and finishing on the "Last Name" field. If I am appealing on behalf of two or more people with different last names, I should enter one person's first and last name with "&" added at the end in the "First Name" field and I should enter the next person(s) first and last name in the "Last Name" field. I should not include a "c/o" if it only indicates the attorney already listed.

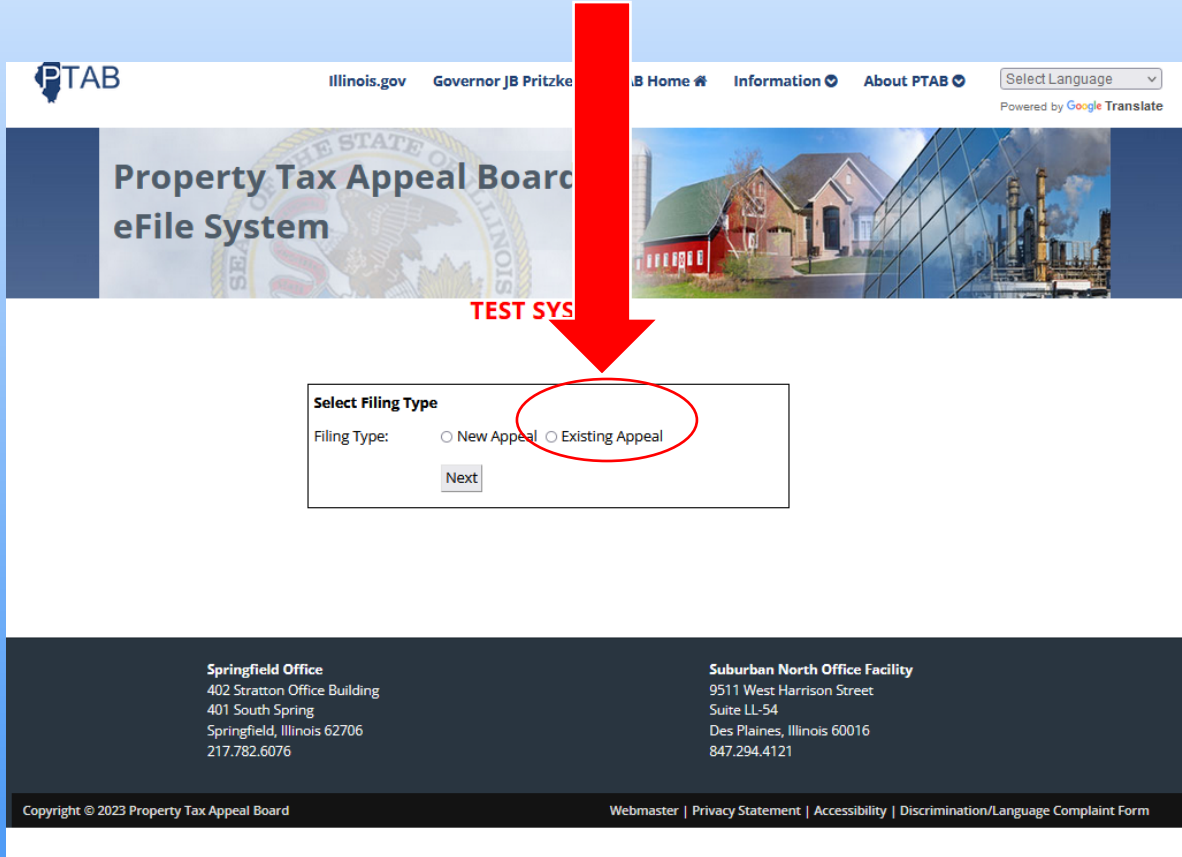
Agree to the terms and conditions, complete the Captcha, then click Submit.

I'm not a robot



Submit

# Select “Existing Appeal”



The screenshot shows the PTAB eFile System website. A large red arrow points from the top of the page down to the 'Existing Appeal' radio button in the 'Select Filing Type' section. The radio button is circled in red. The text 'TEST SYS' is written in red above the arrow.

**PTAB** Illinois.gov Governor JB Pritzke PTAB Home # Information # About PTAB # Select Language  
Powered by Google Translate

## Property Tax Appeal Board eFile System

TEST SYS

**Select Filing Type**

Filing Type:  New Appeal  Existing Appeal

Next

**Springfield Office**  
402 Stratton Office Building  
401 South Spring  
Springfield, Illinois 62706  
217.782.6076

**Suburban North Office Facility**  
9511 West Harrison Street  
Suite LL-54  
Des Plaines, Illinois 60016  
847.294.4121

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1. Enter your Docket Number.
2. Indicate your Party Designation.

If you are the owner or taxpayer who filed (initiated) the appeal, you are the “Appellant.”

The screenshot shows the PTAB eFile System website. The header includes the PTAB logo, the Illinois state seal, and navigation links for Illinois.gov, Governor JB Pritzker, PTAB Home, Information, and About PTAB. The main banner features the text 'Property Tax Appeal Board eFile System' over a background image of a farm and a modern building. Below the banner is a form titled 'Existing Appeal Filing' with the following fields:

- Docket Number: A text input field with a placeholder '\_\_\_-\_\_\_'.
- Filing Party: Radio buttons for 'Appellant', 'County', and 'Intervenor'.
- Submit: A button to submit the form.

At the bottom of the page, there are two office addresses:

- Springfield Office**  
402 Stratton Office Building  
401 South Spring  
Springfield, Illinois 62706  
217.782.6076
- Suburban North Office Facility**  
9511 West Harrison Street  
Suite LL-54  
Des Plaines, Illinois 60016  
847.294.4121

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- A dropdown box will appear once you have entered the docket number and the filing party information.
- From this dropdown box, you will have to select the “Appellant’s Evidence Type.”

The screenshot shows the PTAB eFile System interface. At the top, there is a navigation bar with the PTAB logo, the text 'Illinois.gov', and links for 'Governor JB Pritzker', 'PTAB Home', 'Information', and 'About PTAB'. Below this is a banner for the 'Property Tax Appeal Board eFile System' featuring the state seal and a photograph of a red barn. The main content area is titled 'Existing Appeal Filing' and contains the following fields:

- Filing Party:** Radio buttons for 'Appellant' (selected), 'County', and 'Intervenor'.
- Docket Number:** A text input field containing '2000-00000'.
- Appellant Evidence Type:** A dropdown menu with a downward arrow. The menu is open, showing options: '---Select---' (highlighted in blue), '---Select---', 'Accept Proposed Stipulation', 'Evidence Submission', 'Extension Request', 'Incomplete Response', 'Propose Stipulation', 'Rebuttal Evidence', 'Rebuttal Extension Request', 'Reject Proposed Stipulation', 'Signed Stipulation (Signed by ALL parties)', and 'Withdrawal Request'.

At the bottom left, there is contact information for the Springfield Office: 402 Stratton Office Building, 401 South Spring Street, Springfield, Illinois 62706, 217.782.6076. At the bottom center, there is a note: 'If you call PTAB's Springfield office after 4:30 p.m., please call before 10:00 a.m. the following...'. On the right side, there is a blue callout box with red text.

**User Note to BOR and Intervenor:**

**This is where you will file into an existing case as well. Details can be found later in this guide.**

## You Options For Appellant Evidence Filing Are:

- 1. Accept Proposed Stipulation:** You should use this option if you were notified by PTAB that a settlement offer (proposed stipulation) was received from another party and you are accepting the offer.
- 2. Evidence Submission:** You should use this option if you filed your appeal, but you did not have your evidence available at the time. *Note: you must have requested and been granted an extension.*
- 3. Extension Requests:** This option is to be used when you requested an extension at the time filed your appeal, but you need an additional extension. *Note: If you were given a final extension and you are seeking a further extension, you will not be able to file through the EFP.*
- 4. Incomplete [Notice] Response:** Use this option when you were notified by PTAB that your original submission was incomplete.
- 5. Rebuttal Evidence:** You would use this response when you are filing rebuttal evidence. See Rule 1910.66
- 6. Rebuttal Extension Request:** You would use this response when you are seeking an additional thirty days to file rebuttal evidence. This is only available for certain cases. See Rule 1910.66
- 7. Reject Proposed Stipulation:** You should use this option if you were notified by PTAB that a settlement offer (proposed stipulation) was received from another party and you are rejecting the offer.
- 8. Signed Stipulation (Signed by ALL Parties):** Use this option to submit a fully executed (signed by all parties) stipulation agreement.
- 9. Withdrawal Request:** You should use this option when you are withdrawing your appeal.

# Submitting Evidence


When you submit evidence, whether it is the case-in-chief (on an extension) or rebuttal, you will be brought to the “Evidence Transmittal Form.”

DocuSign Envelope ID: F96016E8-F2A1-48E6-A349-3721800F354E

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www.docusign.com

**Evidence Transmittal Form**  
State of Illinois – Property Tax Appeal Board (PTAB)

**START**



Docket No: 2021-27000

Appellant: Welf

Parcel Number (Lead PIN if Multi-Parcel): 10-38-223-044-0000  Multi-Parcel Appeal

County: Cook

Party Submitting Evidence: Appellant

Intervenor Name (if applicable): \_\_\_\_\_

Name of Person Submitting Evidence: \_\_\_\_\_

Evidence Submitted: Rebuttal Evidence

**HEARING OPTIONS -- PLEASE CHECK ONE:**


I would like the PTAB to determine the correct assessment based on the evidence submitted.

I would like to present my case in person at a hearing.

**COMMENTS:**

\_\_\_\_\_

Date 5/30/2023 | 2:19 PM CDT

Signature 

PTABEVIDENCE (rev. 04/23)


# Evidence Transmittal Form

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www.docusign.com

**Evidence Transmittal Form**  
State of Illinois – Property Tax Appeal Board (PTAB)

**START**




Docket No: 2021-27000  
Appellant: Wolf  
Parcel Number (Lead PIN if Multi-Parcel): 10-36-223-044-0000  Multi-Parcel Appeal  
County: Cook  
Party Submitting Evidence: Appellant  
Intervenor Name (if applicable):  
Name of Person Submitting Evidence:  
Evidence Submitted: Rebuttal Evidence

**HEARING OPTIONS -- PLEASE CHECK ONE:**

I would like the PTAB to determine the correct assessment based on the evidence submitted.  
 I would like to present my case in person at a hearing.

**COMMENTS:**

Date 5/30/2023 | 2:19 PM CDT

Signature 

PTABEVIDENCE (rev. 0423)

1. The Docket No, Appellant, [Lead] PIN, County, Party Submitting, and Evidence Submitted will auto-populate.
2. You must attach at least one document by selecting the yellow paper clip icon.
3. The name of the person, not necessarily the attorney, submitting the evidence will have to be entered.
4. You may change your hearing option selection on this form.
5. The final step is to sign the filing.

# Amending a Petition

When you select “Evidence Submission” or “Incomplete Response”, you will have the option of filing an amended petition.



Illinois.gov Governor JB Pritzker PTAB Home # Information ⓘ About PTAB ⓘ

Property Tax Appeal Board  
eFile System



TEST SYSTEM

**Existing Appeal Filing**

Docket Number:

Filing Party:  Appellant  County  Intervenor

Appellant Evidence Type:

Include Appeal Form: ⓘ  Yes  No

1. Select “Evidence Submission” or “Incomplete Response”.
2. You can hover over the question mark for further details about including the appeal form.
3. Select “Yes” to amend your petition.

**Note:** If you do not want to amend your petition, select “No.”

# Amending a Petition - Continued

PTAB Illinois.gov Governor JB Pritzker PTAB Home # Information About PTAB

Property Tax Appeal Board  
eFile System

**TEST SYSTEM**

**Existing Appeal Filing**

Docket Number:

Filing Party:  Appellant  County  Intervenor

Appellant Evidence Type:

**Include Appeal Form:**  Yes  No

## Warning

**If you are filing evidence that does not support the original basis of your appeal, you should file an amended appeal requesting relief based on your evidence. For example, if you do not have your evidence when you file your original appeal, you might select “Contention of Law” as the basis of your appeal. But once you obtain your evidence, and the actual basis of the appeal is “Comparable Sales,” you will need to file a new appeal form and indicate the proper basis of your appeal. And yes, you will need to complete the grid.**

# Amending a Petition - Continued

## Warning

If you attempt to file evidence into a case where you requested an extension, but before the PTAB has granted an extension, you will NOT be able to file into the case. You will get this message:

**Existing Appeal Filing**

Docket Number:

Filing Party:  Appellant  County  Intervenor

Appellant Evidence Type:  ▼

Include Appeal Form:  Yes  No

**Docket number 2022-20700 has not been granted an extension to submit evidence.**

You will be able to file evidence into the case after PTAB grants the extension.

# Amending a Petition - Continued

When filing evidence in an existing appeal or responding to an incomplete notice, you can include an amended appeal form.

When you do, you will be brought to the following pages.

**PowerForm Signer Information**

Instructions

Please enter your name and email to begin the signing process.

**Appellant or Attorney**

**Your Name: \***

Full Name

**Your Email: \***

Email Address

**BEGIN SIGNING**

## First Page

You must enter the attorney's name as you would when originating an appeal.

If you do not have an attorney, you must enter the owner or taxpayer's name who is filing the petition.

This is the same page you saw when you initiate the appeal, and the name entered here the person who has legal authority to file the appeal.

# Amending a Petition - Continued

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DocuSign

**RESIDENTIAL APPEAL**  
State of Illinois – Property Tax Appeal Board (PTAB)

Assessment Year 2022

See page 5 for instructions; also, information on how to complete this form can be found at [www.ptab.illinois.gov](http://www.ptab.illinois.gov)

**Section I**

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.)

**Section II**

**Appellant (Taxpayer or Owner) Information**

Last Name Barbante  
First Name Vitantonio  
Address Line 1 SAME AS ATTORNEY  
Address Line 2 \_\_\_\_\_  
City SAME AS ATTORNEY  
State IL ZIP 60655  
Telephone 312-255-8550  
Email Address kaa@amari-locallo.com

**Attorney for Appellant**

Last Name Amari O Dell  
First Name Katherine  
Firm Name Amari & Locallo  
Address Line 1 734 North Wells Street  
Address Line 2 \_\_\_\_\_  
City Chicago  
State IL ZIP 60654  
Telephone 312-255-8550  
Email Address kaa@amari-locallo.com

1a Petition is hereby made to appeal for property located in Cook County from:

a) The final, written decision of the County Board of Review dated \_\_\_\_\_ or transmittal date of \_\_\_\_\_ (Cook County only).

OR

b) The favorable decision of the Property Tax Appeal Board (PTAB) dated \_\_\_\_\_.

Rollover  Direct Appeal

1b Is this an owner-occupied residence?  Yes  No

2a Parcel Number 12-13-414-011-0000 Township Norwood Park  
Address of property \_\_\_\_\_

2b If appellant is other than an owner, give name and address of owner. Name \_\_\_\_\_  
Address Line 1 \_\_\_\_\_ Address Line 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

2c Assessment(s) of the property for the assessment year by parcel number:  Multi-Parcel Appeal  
(Use the "Addendum to Petition" form for multiple parcels found at [www.ptab.illinois.gov](http://www.ptab.illinois.gov) along with special instructions if 50 parcels or more.)

1. Board of Review or Assessor Assessment: Land 4875 Impr./Building 28904 Total 33,779

2. Appellant Assessment Request: Land 4875 Impr./Building 0 Total 4,875

ALWAYS complete lines 1 and 2 above for the assessment year being appealed. 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 complete copy(s) of the appraisal)

Evidence:  
 I certify this completed form along with enclosed evidence completes my appeal filing OR  
 I hereby request an extension of time to submit my evidence. Days requested: \_\_\_\_\_

2e Date 5/30/2023 | 3:41 PM CDT Signature \_\_\_\_\_  
Attorney or Appellant only

## Second Page

Next, you will be brought to the Appeal form, which will override the original appeal that you filed.

Note: The original appeal will still be part of the record.

## Warning

As a reminder, the PTAB's Standing Order No. 2 will be strictly enforced. Therefore, you must use PTAB's forms, including the grid on the electronic form. Standing Order No.2 can be found on PTAB's homepage.

## SECTION 3

# COUNTY BOARDS OF REVIEW FUNCTIONALITY



# The E-filing Portal is located on PTAB's Homepage

The screenshot shows the PTAB homepage with a navigation bar at the top containing links for Illinois.gov, Governor JB Pritzker, PTAB Home, Information, and About PTAB. A search bar and a language selection dropdown are also present. The main header features the text "State of Illinois Property Tax Appeal Board" over a background image of a farm and an industrial facility. A paragraph below explains the board's role as a quasi-judicial body. A central navigation bar contains three buttons: "eFiling User Guide", "eFiling Portal" (circled in yellow), and "Standing Order #2". Below this, a notice states that as of July 1, 2023, all appeals must be filed through the eFiling Portal. Three service tiles are provided: "Getting Started", "Filing Your Appeal", and "Appeal Status Inquiry (ASI)". The footer includes contact information for the Springfield and Suburban North Office Facilities, along with copyright and legal notices.

PTAB Illinois.gov Governor JB Pritzker PTAB Home Information About PTAB SEARCH Select Language  
Powered by Google Translate

## State of Illinois Property Tax Appeal Board

The Property Tax Appeal Board (PTAB or Board) is a quasi-judicial body providing taxpayers and taxing districts an unbiased forum to contest a property's assessment. The Board consists of five Board Members appointed by the Governor, with the advice and consent of the Senate, and a professional staff that aids the Board in its mission. The Board's jurisdiction is limited to only adjudicating the correct assessment of a property based on equity and the weight of the evidence. The Board does not have jurisdiction to review the amount of a tax bill, or the tax rate used in the tax bill's computation. Likewise, the Board has no authority to exempt property from taxation.

### Electronic Filing

- eFiling User Guide
- eFiling Portal**
- Standing Order #2

- Effective July 1, 2023, all appeals, regardless of county, filed by an attorney-represented appellant must be filed through the eFiling Portal.

#### Getting Started

Information, Instructions, Examples and Forms needed to get started with your property tax appeal.

#### Filing Your Appeal

Things to know before you file and a helpful checklist that should be reviewed before filing your appeal.

#### Appeal Status Inquiry (ASI)

View the status of your appeal, see the parties associated with the appeal, its classification and assessed values, action taken by PTAB to date, and other appeal data.

**Springfield Office**  
402 Stratton Office Building  
401 South Spring  
Springfield, Illinois 62706  
217.782.6076

**Suburban North Office Facility**  
9511 West Harrison Street  
Suite LL-54  
Des Plaines, Illinois 60016  
847.294.4121

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# Must Agree to the Following Conditions

PTAB developed this eFiling system to provide appellants with a secure and efficient means to appeal property assessments from Illinois' 102 local county boards of review. PTAB designed the system to support a wide range of litigants, including pro se appellants and law firms. Please view the [User Guide](#) before starting your appeal.

**All documents submitted to the PTAB are subject to the Freedom of Information Act – do NOT disclose or submit any document which contains a social security number, taxpayer identification number, bank account number, or date of birth. Any documents containing this information should have said information redacted.**


This is a government website for official PTAB business only. All activities of users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by Illinois and federal law for improper use, protection of system security, the performance of maintenance, and for appropriate management by the PTAB of its systems. Users expressly consent to monitoring their use of the system and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials. Any filings that attempt to bypass the embedded data security or manipulate the fields on the electronic forms will be null and void pursuant to [Standing Order No. 2](#).

I understand that I am entering a State of Illinois system to file a property assessment appeal. I understand that I need to provide all the required information and documentation to support my appeal. I understand that the failure to agree to or meet the criteria below will result in my inability to file an appeal with PTAB.

I understand that:


- I must establish jurisdiction by attaching a copy of the county board of review decision that I am appealing or a copy of Property Tax Appeal Board's decision for the preceding year when seeking a direct or "rollover" appeal (See 35 ILCS 200/16-160 and 16-185).
- I certify that I am filing this appeal within 30 days of the postmark date of written notice of the board of review's decision, within 30 days of the postmark date of the written notice of the application of final adopted township multipliers by the board of review, or within 30 days after the date that the board of review transmits to the county assessor pursuant to Section 16-125 its final action on the township in which the property is located. I understand that my appeal will be rejected if I fail to timely file.
- I cannot upload PDF Portfolios or secured PDF files. They will not be processed correctly by the system and will not be made part of the record. I should attach the county board of review decision or PTAB decision as the first attachment and ensure that all pages have the correct orientation when scanned.
- I must enter the property index number (PIN) in its proper format as it appears on my tax bill with all digits and punctuation included.
- If I am appealing on behalf of a corporation, LLC, trust, condo association, or other legal entity, I should enter the entity's name in the "Last Name" field. If the name is too long for the "Last Name" field, I should enter the name of the entity starting on the "First Name" field and finishing on the "Last Name" field. If I am appealing on behalf of two or more people with different last names, I should enter one person's first and last name with "&" added at the end in the "First Name" field and I should enter the next person(s) first and last name in the "Last Name" field. I should not include a "c/o" if it only indicates the attorney already listed.

Agree to the terms and conditions, complete the Captcha, then click Submit.

I'm not a robot   
reCAPTCHA  
Privacy · Terms

Submit

# 1. County BOR will be filing into existing appeals.

 [Illinois.gov](#) [Governor JB Pritzker](#) [PTAB Home](#) [Information](#) [About PTAB](#)  Powered by Google Translate

## Property Tax Appeal Board eFile System

**Select Filing Type**

Filing Type:  New Appeal  Existing Appeal

**Springfield Office**  
402 Stratton Office Building  
401 South Spring  
Springfield, Illinois 62706  
217.782.6076

**Suburban North Office Facility**  
9511 West Harrison Street  
Suite LL-54  
Des Plaines, Illinois 60016  
847.294.4121

Copyright © 2024 Property Tax Appeal Board [Webmaster](#) | [Privacy Statement](#) | [Accessibility](#) | [Discrimination/Language Complaint Form](#)

2. You will need to select the “County” radio button.
3. You will need to enter PTAB’s docket number to enter a specific appeal.

The screenshot shows the PTAB website's eFile System interface. At the top, there is a navigation bar with the PTAB logo, links to Illinois.gov, Governor JB Pritzker, PTAB Home, Information, and About PTAB, and a language selection dropdown. Below the navigation bar is a banner image featuring the PTAB seal and a photograph of a red barn and industrial facility. The main content area contains a form titled "Existing Appeal Filing" with the following fields:

- Docket Number: A text input field with a placeholder "\_\_\_\_-\_\_\_\_".
- Filing Party: Radio buttons for "Appellant", "County", and "Intervenor".
- Submit: A button to submit the form.

At the bottom of the page, there are two columns of contact information:

- Springfield Office**  
402 Stratton Office Building  
401 South Spring  
Springfield, Illinois 62706  
217.782.6076
- Suburban North Office Facility**  
9511 West Harrison Street  
Suite LL-54  
Des Plaines, Illinois 60016  
847.294.4121

The footer contains the following text: Copyright © 2024 Property Tax Appeal Board | Webmaster | Privacy Statement | Accessibility | Discrimination/Language Complaint Form

4. In the dropdown box, you should select what you are filing.



Illinois.gov

Governor JB Pritzker

PTAB Home

Information

About PTAB

# Property Tax Appeal Board eFile System

## Existing Appeal Filing

Filing Party:  Appellant  County  Intervenor

Docket Number:

County Evidence Type:

- 
- Accept Proposed Stipulation
- Certificate
- Extension Request
- Notes and Evidence
- Propose Stipulation
- Reject Proposed Stipulation
- Signed Stipulation (Signed by ALL parties)

**Springfield Office**  
402 Stratton Office Building  
401 South Spring Street  
Springfield, Illinois 62706  
217.782.6076

**County Regional Office**  
La Salle Street  
Illinois 60603  
015

5. Before your petition is generated, you will have to enter the information for who is going to be signing the petitions. You will need the name and email address of the signer. Once that is entered, you can click on the “Begin Signing” button

BEGIN SIGNING

HELP

## PowerForm Signer Information

Instructions

Please enter your name and email to begin the signing process.

### Board of Review

Your Name: \*

Your Email: \*

BEGIN SIGNING

# Please Review & Act on These Documents



PTA DocuSign  
Illinois Property Tax Appeal Board DEMO

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PTAB Notes on Appeal Residential Form DOCKET:2023-20930 PIN:16-30-225-023-0000.

**NOTE:** Links to documents expire after 48 hours or after 5 clicks on the link. The system will automatically send you a new link if you attempt use one after it expires. After 30 days, links are no longer valid and you must contact PTAB's IT staff so they can send you a new link. Email PTAB's IT staff at [PTA.Clerk@Illinois.gov](mailto:PTA.Clerk@Illinois.gov).

[View Less](#)

Please review the documents below.

CONTINUE

FINISH LATER

MORE OPTIONS

What is the first year of the Assessment Cycle for the subject property?

In Cook County – Property Tax Classification pursuant to Cook County classification ordinance

Will the board of review hear this appeal?  yes  no

## PTAB Notes on Appeal Residential Form DOCKET:2023-20930 PIN:16-30-225-023-0000.

**NOTE:** Links to documents expire after 48 hours or after 5 clicks on the link. The system will automatically send you a new link if you attempt use one after it expires. After 30 days, links are no longer valid and you must contact PTAB's IT staff so they can send you a new link. Email PTAB's IT staff at [PTA.Clerk@Illinois.gov](mailto:PTA.Clerk@Illinois.gov).

[View Less](#)

located

Assessment prior to board of review action. Land  Impr.  Total  0

Assessment after board of review action. Land  Impr.  Total  0

Did the township assessor, Chief County Assessment Officer and/or board of review apply a township equalization factor?

yes  no If yes, list the factor: Factor

Date: 3/26/2024 | 12:52 PM CDT

Signed:



Signature of Board of Review Member, Commissioner, or designee

Please return this form and evidence requested to:



Optional

STATE OF ILLINOIS  
PROPERTY TAX APPEAL BOARD  
ROOM 402 STRATTON OFFICE BUILDING  
401 SOUTH SPRING STREET  
SPRINGFIELD, IL 62706-4001

Printed by Authority of the State of Illinois. This form is promulgated pursuant to 35 ILCS 200 Article 7 and 35 ILCS 200/16-160 through 16-195, and 1910.40 of the rules of the Property Tax Appeal Board. Failure to complete and timely file this form shall result in the default of the Board of Review as provided in 1910.69 of the rules of the Property Tax Appeal Board. IL-492-3399

PTAB-6R (R-8/23)

Page 1 of 3

## Please Review & Act on These Documents



PTA DocuSign  
Illinois Property Tax Appeal Board DEMO



Powered by DocuSign

PTAB Notes on Appeal Residential Form DOCKET:2023-20930 PIN:16-30-225-023-0000.

**NOTE:** Links to documents expire after 48 hours or after 5 clicks on the link. The system will automatically send you a new link if you attempt use one after it expires. After 30 days, links are no longer valid and you must contact PTAB's IT staff so they can send you a new link. Email PTAB's IT staff at [PTA.Clerk@Illinois.gov](mailto:PTA.Clerk@Illinois.gov).

[View Less](#)

Please review the documents below.

CONTINUE

FINISH LATER

MORE OPTIONS ▾

What is the first year of the General Assessment Cycle for the subject property?

In Cook County – Property classification pursuant to Cook County classification ordinance

Will the board of review stipulate in this appeal?  yes  no

If yes, state revised opinion of assessed value: Land  Impr.  Total

### User Note:

**The Finish Later option allows you to save the data you have entered in your petition if you need to stop working on it. You will get an email with a link to your petition which will allow you to pick up where you left off.**

***Warning: The link will only be valid for 48 hours or after 5 clicks on the link. If your link expires, a new link will be sent to you by DocuSign which will be valid for 30 days. If, after searching your email, you cannot locate the email with the link you can contact PTAB's IT staff, who may be able to assist you. Email PTAB's IT staff at [PTA.CLERK@Illinois.gov](mailto:PTA.CLERK@Illinois.gov).***

**Note: this will not extend any filing deadlines. It is your responsibility to complete your appeal on time if using this option. The PTAB will not send you a reminder.**

# Completing the Notes on Appeal – Page 1

1. At this point, your petition is generated and some of the information you have already provided will be transferred into the petition.
2. All red boxes must be populated before you will be able to file your petition. See the next pages to see what information is in a red box.

**START**

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### Board of Review – Notes on Appeal – Residential

THIS FORM MUST BE COMPLETED AND FILED with the Property Tax Appeal Board within 90 days of the postmark date of notification to the board of review of the appeal. If the board of review is unable to submit the form and evidence within the 90-day period, a request for an extension of time must be submitted. Without a written request for a filing extension, no other evidence will be accepted after 90 days. File this form, evidence and rebuttal. For assessment years **before 2016** submit in **duplicate**; **except where a change in assessed valuation of more than \$100,000 is sought, file in triplicate.** For assessment year **2016 and after**, file a **single copy**; **except if the total submission is 500 pages or more, file in triplicate.** Hearing requested?  yes  no

Cook \_\_\_\_\_ County PTAB Docket No. 2023-20930

Appellant Salata Parcel Address \_\_\_\_\_

Property ID No. (P.I.N.) 16-30-225-023-0000  Multi-Parcel Appeal

Township Berwyn

What is the first year of the General Assessment Cycle for the subject property? \_\_\_\_\_

In Cook County – Property classification pursuant to Cook County classification ordinance \_\_\_\_\_

Will the board of review stipulate in this appeal?  yes  no

If yes, state revised opinion of assessed value: Land \_\_\_\_\_ Impr. \_\_\_\_\_ Total \_\_\_\_\_

Indicate proof of this contention below or attach appropriate evidence.

\_\_\_\_\_

Appellant  did  did not file a complaint before the board of review.

Appellant  did  did not appear before the board of review upon proper notice.


Final notice of the board of review decision was postmarked on \_\_\_\_\_

In Cook County – Date board of review transmitted to the county assessor its final action on township in which property is located \_\_\_\_\_


Assessment prior to board of review action. Land \_\_\_\_\_ Impr. \_\_\_\_\_ Total \_\_\_\_\_ 0

Assessment after board of review action. Land \_\_\_\_\_ Impr. \_\_\_\_\_ Total \_\_\_\_\_ 0

Did the township assessor, Chief County Assessment Officer and/or board of review apply a township equalization factor?  
 yes  no If yes, list the factor: Factor \_\_\_\_\_

Date: 3/26/2024 | 12:52 PM CDT Signed:  Signature of Board of Review Member, Commissioner, or designee

**Please return this form and evidence requested to:**

 **STATE OF ILLINOIS**  
PROPERTY TAX APPEAL BOARD  
ROOM 402 STRATTON OFFICE BUILDING  
401 SOUTH SPRING STREET  
SPRINGFIELD, IL 62706-4001

Optional

Printed by Authority of the State of Illinois. This form is promulgated pursuant to 35 ILCS 200 Article 7 and 35 ILCS 200/16-160 through 16-195, and 1910.40 of the rules of the Property Tax Appeal Board. Failure to complete and timely file this form shall result in the default of the Board of Review as provided in 1910.69 of the rules of the Property Tax Appeal Board. IL-492-3399

PTAB-6R (R-8/23) Page 1 of 3

# Completing the Notes on Appeal – Page 1 (Continued)

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www.docusign.com

**Board of Review – Notes on Appeal – Residential**

**START**

THIS FORM MUST BE COMPLETED AND FILED with the Property Tax Appeal Board within 90 days of the postmark date of notification to the board of review of the appeal. If the board of review is unable to submit the form and evidence within the 90-day period, a request for an extension of time must be submitted. Without a written request for a filing extension, no other evidence will be accepted after 90 days. File this form, evidence and rebuttal. For assessment years **before 2016** submit in **duplicate**; **except where a change in assessed valuation of more than \$100,000 is sought, file in triplicate.** For assessment year **2016 and after**, file a **single copy**; **except if the total submission is 500 pages or more, file in triplicate.** Hearing requested?  yes  no

Cook County PTAB Docket No. 2023-20930

Appellant Salata Parcel Address

Property ID No. (P.I.N.) 16-30-225-023-0000  Multi-Parcel Appeal

Township Berwyn

What is the first year of the General Assessment Cycle for the subject property?

In Cook County – Property classification pursuant to Cook County classification ordinance

Will the board of review stipulate in this appeal?  yes  no

If yes, state revised opinion of assessed value: Land  Impr.  Total

Indicate proof of this contention below or attach appropriate evidence.

Appellant  did  did not file a complaint before the board of review.

Appellant  did  did not appear before the board of review upon proper notice.

Final notice of the board of review decision was postmarked

In Cook County – Date board of review transmitted to the court


located

Assessment prior to board of review action. Land  Impr.  Total  0


Assessment after board of review action. Land  Impr.  Total  0

Did the township assessor, Chief County Assessment Officer and/or board of review apply a township equalization factor?  
 yes  no If yes, list the factor: Factor

Date: 3/26/2024 | 12:52 PM CDT

Signed:  Signature of Board of Review Member, Commissioner, or designee

**Please return this form and evidence requested to:**



Optional  
Printed by Authority of the State of Illinois  
of the rules of the Property Tax Appeal Board as provided in  
through 16-195, and 1910.40  
board of Review as provided in  
IL-492-3399

PTAB-6R (R-8/23) Page 1 of 3

**You must sign your filing.**

**You can also upload all other documents including an appraisal, spreadsheet, or photos using this icon.**

# Completing the Notes on Appeal – Page 1 (Continued)

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www.docusign.com

**Board of Review – Notes on Appeal – Residential**

**START**

THIS FORM MUST BE COMPLETED AND FILED with the Property Tax Appeal Board within 90 days of the postmark date of notification to the board of review of the appeal. If the board of review is unable to submit the form and evidence within the 90-day period, a request for an extension of time must be submitted. Without a written request for a filing extension, no other evidence will be accepted after 90 days. File this form, evidence and rebuttal. For assessment years **before 2016** submit in **duplicate**; **except where a change in assessed valuation of more than \$100,000 is sought, file in triplicate.** For assessment year **2016 and after**, file a **single copy**; **except if the total submission is 500 pages or more, file in triplicate.** Hearing requested?  yes  no

Cook \_\_\_\_\_ County PTAB Docket No. 2023-20930

Appellant Salata Parcel Address \_\_\_\_\_

Property ID No. (P.I.N.) 16-30-225-023-0000  Multi-Parcel Appeal

Township Berwyn

What is the first year of the General Assessment Cycle for the subject property? \_\_\_\_\_

In Cook County – Property classification pursuant to Cook County classification ordinance \_\_\_\_\_

Will the board of review stipulate in this appeal?  yes  no

If yes, state revised opinion of assessed value: Land \_\_\_\_\_ Impr. \_\_\_\_\_ Total \_\_\_\_\_

Indicate proof of this contention below or attach appropriate evidence.

\_\_\_\_\_

Appellant  did  did not file a complaint before the board of review.

Appellant  did  did not appear before the board of review upon proper notice.

Final notice of the board of review decision was postmarked on \_\_\_\_\_

In Cook County – Date board of review transmitted to the county assessor its final action on township in which property is located \_\_\_\_\_



Assessment prior to board of review action. Land \_\_\_\_\_ Impr. \_\_\_\_\_ Total \_\_\_\_\_ 0

Assessment after board of review action. Land \_\_\_\_\_ Impr. \_\_\_\_\_ Total \_\_\_\_\_ 0

Did the township assessor, Chief County Assessment Officer and/or board of review apply a township equalization factor?  
 yes  no If yes, list the factor: Factor \_\_\_\_\_

Date: 3/26/2024 | 12:52 PM CDT Signed: \_\_\_\_\_  
Signature of Board of Review Member, Commissioner, or designee

Please return this form and \_\_\_\_\_

Optional  
Printed by Authority of the State of Illinois  
of the rules of the Property Tax Appeal Board  
1910.69 of the rules of the Property Tax Appeal Board

PTAB-6R (R-8/23)

**Warning: Do NOT attach certificates. Certificates need filed under the Certificate option in the dropdown menu or they will not be processed correctly.**

# Completing the Notes on Appeal – Page 1 (Continued)

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**Board of Review – Notes on Appeal – Residential**

THIS FORM MUST BE COMPLETED AND FILED with the Property Tax Appeal Board within 90 days of the postmark date of notification to the board of review of the appeal. If the board of review is unable to submit the form and evidence within the 90-day period, a request for an extension of time must be submitted. Without a written request for a filing extension, no other evidence will be accepted after 90 days. File this form, evidence and rebuttal. For assessment years before 2016 submit in duplicate; except where a change in assessed valuation of more than \$100,000 is sought, file in triplicate. For assessment year 2016 and after, file a single copy; except if the total submission is 500 pages or more, file in triplicate. Hearing requested?  yes  no

Cook \_\_\_\_\_ County PTAB Docket No. 2023-20930

Appellant Salata \_\_\_\_\_ Parcel Address \_\_\_\_\_

Property ID No. (P.I.N.) 16-30-225-023-0000  Multi-Parcel Appeal

Township Berwyn \_\_\_\_\_

What is the first year of the General Assessment Cycle for the subject property? \_\_\_\_\_

In Cook County – Property classification pursuant to Cook County classification ordinance \_\_\_\_\_

Will the board of review stipulate in this appeal?  yes  no

Indicate proof of this contention below or attach appropriate evidence.

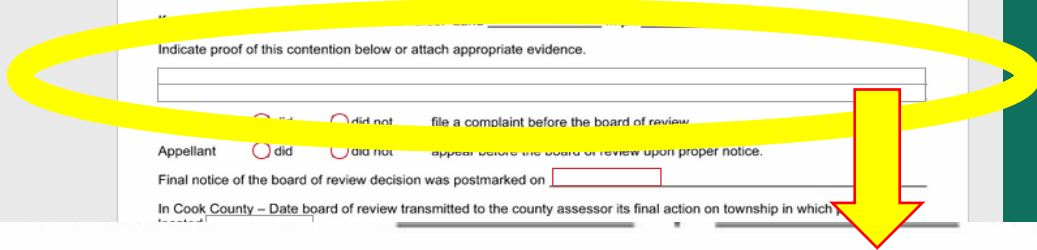
\_\_\_\_\_

Appellant  did  did not file a complaint before the board of review.

Appellant  did  did not appear before the board of review upon proper notice.

Final notice of the board of review decision was postmarked on \_\_\_\_\_

In Cook County – Date board of review transmitted to the county assessor its final action on township in which \_\_\_\_\_



Indicate proof of this contention below or attach appropriate evidence.

\_\_\_\_\_

\_\_\_\_\_

Please return this form and evidence requested to:

STAT  
PROP  
ROOM  
401 S  
SPRIN

Optional

Printed by Authority of the State of Illinois. This form is promulgated by the Board of Supervisors of the Property Tax Appeal Board. Failure to comply with the rules of the Property Tax Appeal Board, 1910.69 of the rules of the Property Tax Appeal Board.

PTAB-6R (R-8/23)

- User Note:**
- If you are going to file a motion to dismiss or are requesting an extension, DO NOT use this box for that purpose.
  - Extensions should be requested using the extension option in the e-filing portal.
  - Motions to dismiss should be mailed to PTAB's Springfield office.

# Completing the Notes on Appeal – Pages 2 & 3

START

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[www.docusign.com](http://www.docusign.com)

## Comparable Sales/Assessment Equity Grid Analysis

As an alternative, an appraisal establishing the fair market value of the subject property under appeal as of the assessment date may be submitted. (Note: If a hearing is held in the case, the PTAB will be better able to judge the weight and credibility of the appraisal if your appraiser testifies in person.)

**Comparable Sales:** Provide at least three recent sales of property comparable to the subject property. Complete the entire grid analysis (except assessment data). Include dates of sale and prices paid. Submit a property record card and/or listing sheet of each sale. (Note: Comparable sales should be similar to the subject property in location, size, design, age, and amenities.)

**Assessment Equity:** Provide at least three properties similar to the subject property and include the assessment of each property for the assessment year on appeal. Complete the entire grid analysis (except sale data). Submit a property record card for each property. (Note: Assessment comparables should be similar to the subject property in location, size, design, age, and amenities.)

In addition to the above instructions, print additional blank copies of the next page and renumber columns if submitting more than nine comparable properties. All comparables should be similar to the subject in location, size, design, age, and amenities. Photographs should be submitted if they aid in explaining the appeal.

	Subject	Comp #1	Comp #2	Comp #3	Comp #4
Property Index Number (P.I.N.)					
Address					
Neighborhood Code					
Proximity to subject	N/A				
Total Land Sq. Ft.					
Design/Number of stories					
Class					
Exterior Construction					
Number of Dwelling Units in Building					
Age of property					
Number of bathrooms					
Living area (square feet)					
Basement area-- Sq. Ft. (full/part)					
Finished basement area -- Sq. Ft.					
Air conditioning (Yes or No)	-- select --	-- select --			
Number of Fireplaces					
Garage or car port (square feet)					
Other structures or improvements					
Date of sale					
Sale price					
Sale price per square foot (Sale price / bldg. size)	Div/0				
Land assessment					
Improvement assessment					
Total assessment	0	0	0	0	0
Improvement assessment per sq. ft. (Impr. Assmt. / Living Area (Sq. Ft.))	Div/0	Div/0	Div/0	Div/0	Div/0

**User Note:**  
 You must enter sales comp and equity comps into PTAB's grid. Failure to do so may subject a board of review to sanctions. See PTAB's Standing Order Number 2.

# Completing the Notes on Appeal – Pages 2 & 3

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## Comparable Sales/Assessment Grid Analysis Additional Page

	Comp #5	Comp #6	Comp #7	Comp #8	Comp #9
Property Index Number (P.I.N.)					
Address					
Neighborhood Code					
Proximity to subject					
Total Land Sq. Ft.					
Design/Number of stories					
Class					
Exterior Construction					
Number of Dwelling Units in Building					
Age of property					
Number of bathrooms					
Living area (square feet)					
Basement area-- Sq. Ft. (full/part)					
Finished basement area -- Sq. Ft.					
Air conditioning (Yes or No)	-- select -- v	-- select -- v	-- select -- v	-- select -- v	-- select -- v
Number of Fireplaces					
Garage or car port (square feet)					
Other structures or improvements					
Date of sale					
Sale price					
Sale price per square foot (Sale price / bldg. size)	Div/0	Div/0	Div/0	Div/0	Div/0
Land assessment					
Improvement assessment					
Total assessment	0	0	0	0	0
Improvement assessment per sq. ft. (Impr. Assmt. / Living Area (Sq. Ft.))	Div/0	Div/0	Div/0	Div/0	Div/0

# When seeking an Extension

**PTAB** Illinois.gov Governor JB Pritzker PTAB Home Information About PTAB Select Language  
Powered by Google Translate

## Property Tax Appeal Board eFile System

**TEST SYSTEM**

**Existing Appeal Filing**

Docket Number: 2023-20930

Filing Party:  Appellant  County  Intervenor

County Evidence Type: ---Select---  
---Select---  
Notes and Evidence  
Extension Request

**Springfield Office**  
402 Stratton Office Building  
401 South Spring  
Springfield, Illinois 62706  
217.782.6076

**Suburban North Office Facility**  
9511 West Harrison Street  
Suite LL-54  
Des Plaines, Illinois 60016  
847.294.4121

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# When seeking an Extension

DocuSign Envelope ID: 93B6D39F-C026-4753-B61B-64F1CDB4DF9B

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1910 1st Avenue, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200  
www.docusign.com

**Evidence Transmittal Form**  
**State of Illinois – Property Tax Appeal Board (PTAB)**

**START**




Docket No: 2023-20930  
Appellant: Salata  
Parcel Number (Lead PIN if Multi-Parcel): 16-30-225-023-0000  Multi-Parcel Appeal  
County: Cook  
Party Submitting Evidence: County  
Intervenor Name (if applicable):  
Name of Person Submitting Evidence:   
Evidence Submitted: Extension Request

**HEARING OPTIONS -- PLEASE CHECK ONE:**

I would like the PTAB to determine the correct assessment based on the evidence submitted.  
 I would like to present my case in person at a hearing.

**COMMENTS:**

Signature 

PTABEVIDENCE (rev. 04/23)

## User Note:

- You will be brought to this extension request.
- You must fill out the fields highlighted in red.
- You must attach a file to the extension request.
- In the comment section you should include any information you believe is relevant to the request.
- The request is not filed until it is signed and submitted.

# SECTION 4

# INTERVENOR FILING CAPABILITIES



NEW TRIER HIGH SCHOOL  
Northfield Campus

The image shows a black sign with white text and a circular logo at the top left. The sign is mounted on two black posts and is situated on a grassy area. In the background, there is a large brick building with many windows, a tree, and a white tent.

# Practice Tip for Pro Se Litigants

- What is an Intervenor?
  - Typically, there are two parties to a lawsuit, or in the case of PTAB a tax appeal. Those parties are:
    - The Appellant who initiates an appeal. Typically, this is the taxpayer/owner. But on occasion, it is a taxing district, such as a school board, that files an appeal arguing that the board of review's assessment is undervalued.
    - The Defendant, which at PTAB is the county board of review.
  - An Intervenor is a "third party" who intervenes in an appeal. Therefore, when a taxing district initiates an undervaluation complaint a taxpayer/owner should join the appeal as an intervenor.
- How will I know if a taxing district files an undervaluation appeal?
  - When a taxing district files its appeal, it is required to provide the PTAB with the name and address of the owner and the taxpayer. 86 Ill.Admin.Code 1910.30(m).
  - The PTAB will then mail a copy of the taxing district's undervaluation complaint to the owner and taxpayer.
- For more information regarding filing deadlines and requirements, see PTAB Rule 1910.60. ([Click here for PTAB Current Rules](#))

# The E-filing Portal is located on PTAB's Homepage

The screenshot shows the homepage of the Property Tax Appeal Board (PTAB) for the State of Illinois. The header includes the PTAB logo, navigation links for Illinois.gov, Governor JB Pritzker, PTAB Home, Information, and About PTAB, a search bar, and a language selection dropdown. The main content area features a banner with the text "State of Illinois Property Tax Appeal Board" and a background image of a red barn and a modern glass building. Below the banner is a paragraph explaining the PTAB's role as a quasi-judicial body. A navigation bar contains three buttons: "eFiling User Guide", "eFiling Portal" (circled in red and purple), and "Standing Order #2". Below this bar is a notice about the effective date of the eFiling Portal. The footer contains three columns of information: "Getting Started", "Filing Your Appeal", and "Appeal Status Inquiry (ASI)".

PTAB Illinois.gov Governor JB Pritzker PTAB Home Information About PTAB SEARCH Select Language Powered by Google Translate

## State of Illinois Property Tax Appeal Board

The Property Tax Appeal Board (PTAB or Board) is a quasi-judicial body providing taxpayers and taxing districts an unbiased forum to contest a property's assessment. The Board consists of five Board Members appointed by the Governor, with the advice and consent of the Senate, and a professional staff that aids the Board in its mission. The Board's jurisdiction is limited to only adjudicating the correct assessment of a property based on equity and the weight of the evidence. The Board does not have jurisdiction to review the amount of a tax bill, or the tax rate used in the tax bill's computation. Likewise, the Board has no authority to exempt property from taxation.

### Electronic Filing

eFiling User Guide eFiling Portal Standing Order #2

- Effective July 1, 2023, all appeals, regardless of county, filed by an attorney-represented appellant must be filed through the eFiling Portal.

#### Getting Started

Information, Instructions, Examples and Forms needed to get started with your property tax appeal.

#### Filing Your Appeal

Things to know before you file and a helpful checklist that should be reviewed before filing your appeal.

#### Appeal Status Inquiry (ASI)

View the status of your appeal, see the parties associated with the appeal, its classification and assessed values, action taken by PTAB to date, and other appeal data.

**Springfield Office**  
402 Stratton Office Building  
401 South Spring  
Springfield, Illinois 62706  
217.782.6076

**Suburban North Office Facility**  
9511 West Harrison Street  
Suite LL-54  
Des Plaines, Illinois 60016  
847.294.4121

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# Must Agree to the Following Conditions

## Property Tax Appeal Board eFile System



PTAB developed this eFiling system to provide appellants with a secure and efficient means to appeal property assessments from Illinois' 102 local county boards of review. PTAB designed the system to support a wide range of litigants, including pro se appellants and law firms. Please view the [User Guide](#) before starting your appeal.

**All documents submitted to the PTAB are subject to the Freedom of Information Act – do NOT disclose or submit any document which contains a social security number, taxpayer identification number, bank account number, or date of birth. Any documents containing this information should have said information redacted.**

This is a government website for official PTAB business only. All activities of users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by Illinois and federal law for improper use, protection of system security, the performance of maintenance, and for appropriate management by the PTAB of its systems. Users expressly consent to monitoring their use of the system and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials. Any filings that attempt to bypass the embedded data security or manipulate the fields on the electronic forms will be null and void pursuant to [Standing Order No. 2](#).


I understand that I am entering a State of Illinois system to file a property assessment appeal. I understand that I need to provide all the required information and documentation to support my appeal. I understand that the failure to agree to or meet the criteria below will result in my inability to file an appeal with PTAB.

I understand that:

- I must establish jurisdiction by attaching a copy of the county board of review decision that I am appealing or a copy of Property Tax Appeal Board's decision for the preceding year when seeking a direct or "rollover" appeal (See 35 ILCS 200/16-160 and 16-185).
- I certify that I am filing this appeal within 30 days of the postmark date of written notice of the board of review's decision, within 30 days of the postmark date of the written notice of the application of final adopted township multipliers by the board of review, or within 30 days after the date that the board of review transmits to the county assessor pursuant to Section 16-125 its final action on the township in which the property is located. I understand that my appeal will be rejected if I fail to timely file.
- I cannot upload PDF Portfolios or secured PDF files. They will not be processed correctly by the system and will not be made part of the record. I should attach the county board of review decision or PTAB decision as the first attachment and ensure that all pages have the correct orientation when scanned.
- I must enter the property index number (PIN) in its proper format as it appears on my tax bill with all digits and punctuation included.
- If I am appealing on behalf of a corporation, LLC, trust, condo association, or other legal entity, I should enter the entity's name in the "Last Name" field. If the name is too long for the "Last Name" field, I should enter the name of the entity starting on the "First Name" field and finishing on the "Last Name" field. If I am appealing on behalf of two or more people with different last names, I should enter one person's first and last name with "&" added at the end in the "First Name" field and I should enter the next person(s) first and last name in the "Last Name" field. I should not include a "c/o" if it only indicates the attorney already listed.


Agree to the terms and conditions, complete the Captcha, then click Submit.

I'm not a robot

  
reCAPTCHA  
Privacy - Terms

Submit

# File into an Existing File.

 [Illinois.gov](#) [Governor JB Pritzker](#) [PTAB Home](#) [Information](#) [About PTAB](#)  Powered by Google Translate

## Property Tax Appeal Board eFile System

**Select Filing Type**

Filing Type:  New Appeal  Existing Appeal

**Springfield Office**  
402 Stratton Office Building  
401 South Spring  
Springfield, Illinois 62706  
217.782.6076

**Suburban North Office Facility**  
9511 West Harrison Street  
Suite LL-54  
Des Plaines, Illinois 60016  
847.294.4121

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# File as an Intervenor



[Illinois.gov](#)

[Governor JB Pritzker](#)

[PTAB Home](#)

[Information](#)

[About PTAB](#)

Select Language

Powered by [Google Translate](#)

## Property Tax Appeal Board eFile System



### Existing Appeal Filing

Filing Party:  Appellant  County  Intervenor

Docket Number:

Submit

#### Springfield Office

402 Stratton Office Building  
401 South Spring  
Springfield, Illinois 62706  
217.782.6076

#### Suburban North Office Facility

9511 West Harrison Street  
Suite LL-54  
Des Plaines, Illinois 60016  
847.294.4121

# Enter Docket Number and Select Type of Intervening Party



Illinois.gov

Governor JB Pritzker

PTAB Home

Information

About PTAB

## Property Tax Appeal Board eFile System

### Existing Appeal Filing

Filing Party:  Appellant  County  Intervenor

Docket Number:

Intervenor Evidence Type:

- 
- Accept Proposed Stipulation
- Evidence Submission
- Extension Request
- Propose Stipulation
- Reject Proposed Stipulation
- Request to Intervene
- Resolution Submission
- Signed Stipulation (Signed by ALL parties)

Enter Docket  
Number

Springfield Office  
402 Stratton Office Building  
401 South Spring Street  
Springfield, Illinois 62706  
217.782.6076

City Regional Office  
a Salle Street  
Illinois 60603  
15

# Select Your Action

**PTAB** Illinois.gov Governor JB Pritzker PTAB Home Information About PTAB

## Property Tax Appeal Board eFile System

**Existing Appeal Filing**

Filing Party:  Appellant  County  Intervenor

Docket Number:

Intervenor Evidence Type:

- Select---
- Accept Proposed Stipulation
- Evidence Submission
- Extension Request
- Propose Stipulation
- Reject Proposed Stipulation
- Request to Intervene
- Resolution Submission
- Signed Stipulation (Signed by ALL parties)

Springfield Office  
402 Stratton Office Building  
401 South Spring Street  
Springfield, Illinois 62706  
217.782.6076

## Options:

1. Accept Proposed Stipulation
2. Evidence Submission
3. Extension Request
4. Propose Stipulation
5. Reject Proposed Stipulation
6. Request to Intervene
7. Resolution Submission
8. Signed Stipulation (Signed by ALL Parties)

# Select Your Status

**Existing Appeal Filing**

Filing Party:  Appellant  County  Intervenor

Docket Number:

Intervenor Evidence Type:

Intervenor Type:  Owner  Taxing District

Attorney/Pro Se Intervenor:

## Options:

1. **Owner (select this option if you are the owner or taxpayer)**
2. **Taxing District**

Springfield Office  
2 Stratton Office  
01 South Spring  
Springfield, Illinois  
7.782.6076

# Select Your Action

The screenshot shows the PTAB eFile System website. At the top, there is a navigation bar with the PTAB logo, the text "Illinois.gov", "Governor JB Pritzker", "PTAB Home", "Information", and "About PTAB". A "Select Language" dropdown menu is visible. Below the navigation bar, the main heading reads "Property Tax Appeal eFile System". A sidebar menu on the left includes options for "Existing", "Filing Pa", "Docket", and "Interven". At the bottom left, contact information for the Springfield Office is provided: "Springfield Office, 402 Stratton Office Building, 401 South Spring, Springfield, Illinois 62706, 217.782.6076". A copyright notice at the bottom left states "Copyright © 2024 Property Tax Appeal Board".

## **Taxing District User Notes:**

- 1. When you are filing a “Request to Intervene” you will be required to file at least one attachment – the resolution from the governing board authorizing the intervention. 86 Ill.Admin.Code 1910.60(d)(2).**
- 2. If you do not have your evidence, you may request an extension of 30, 60 or 90 days.**

## **Owner or Taxpayer User Notes:**

- 1. If you are the owner or Taxpayer, you do not have to attach a document when you file a request to intervene; however, if you have your evidence when you are filing your request to intervene, you should attach the evidence.**
- 2. You will not be able to file a “Request to Intervene” until after the county board of review has been notified. In this scenario, you are too early.**
- 3. You will not be able to intervene once the matter is set for hearing.**
- 4. If the Owner or Taxpayer has been notified of the appeal by the PTAB, the Owner or Taxpayer’s name should appear in the dropdown box. If, for some reason, the name does not appear, choose the “Owner Not Listed.”**

**(See Next Page)**

# The Owner/Taxpayer Intervenor will Appear in Dropbox

**Existing Appeal Filing**

Filing Party:  Appellant  County  Intervenor

Docket Number:

Intervenor Evidence Type:

Intervenor Type:  Owner  Taxing District

Intervenor/Owner:

Attorney/Pro Se Intervenor:

If the Owner or Taxpayer's name does not appear, choose "Owner Not Listed."

## Springfield Office

402 Stratton Office Building  
401 South Spring  
Springfield, Illinois 62706  
217.782.6076

## Suburban North Office Facility

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Des Plaines, Illinois 60016  
847.294.4121

Appeal Board

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# You Will then Be Brought to the DocuSign System

The screenshot shows a web interface for the PowerForm Signer Information page. At the top left is the PTAB logo. At the top right is a yellow button labeled "BEGIN SIGNING". The main content area is a white box with the following text:

**PowerForm Signer Information**

Instructions

Please enter your name and email to begin the signing process.

**Appellant or Attorney**

**Your Name: \***

Full Name

**Your Email: \***

Email Address

At the bottom center of the white box is another yellow button labeled "BEGIN SIGNING".

The individual who will be signing the petition will need to log into the system at this point.

# The items in the red boxes are mandatory.

ts below. FINISH FIN

DocuSign Envelope ID: C07BDB07-2C69-42D6-84E0-BA40274B5F9C

**Property Tax Appeal Board**  
**Request to Intervene in Appeal Proceeding**

NOW COMES  and  appeals to the State Property Tax Appeal Board (PTAB) for leave to intervene in an appeal proceeding before the PTAB. The appeal concerns a decision of the Board of Review of Cook County pertaining to the property appealed by PR 55 East Monroe LLC and described as follows:

Parcel Number (Lead PIN if Multi-Parcel): 17-15-103-020-0000  Multi-Parcel Appeal

Address:

The appeal is identified in the PTAB's records as Docket No. 2022-53466

The Intervenor's interest in this appeal is as:

The taxpayer or owner of the subject property.  
 A taxing district which has a revenue interest in the subject property.  
**(The Request to Intervene must be accompanied by a Resolution from the Taxing Body's Governing Board authorizing its legal representative to file this request to intervene. You must provide the attorney's information, including the firm, attorney's name, address, telephone number and email address.)**

Hearing Requested?  Yes  No

**Intervenor Information**

Name

Address Line 1

Address Line 2

City

State  ZIP

Telephone

Email Address

**Evidence:**

I certify this completed form along with enclosed evidence is true and correct.  
 I hereby request an extension of time to submit evidence.

Date 6/14/2024 | 3:06 PM CDT Signature

↓ **PLEASE SUBMIT TO: PROPERTY TAX APPEAL BOARD**  
**ROOM 402 STRATTON OFFICE BUILDING**

↓ **Optional**  
PTAB20 (rev. 04/24)

- ✓ **Intervening Parties Name**
- ✓ **Address of Subject Property**
- ✓ **Are you requesting a hearing?**
- ✓ **Intervenor's Information**
- ✓ **Are you attaching your evidence or requesting an extension?**
- ✓ **Click here to attach a file.**

# The items in the red boxes are mandatory.

ts below. FINISH FIN

DocuSign Envelope ID: C07BDB07-2C69-42D6-84E0-BA4027465F9C

**Property Tax Appeal Board**  
**Request to Intervene in Appeal Proceeding**

NOW COMES  and applies to the State Property Tax Appeal Board (PTAB) for leave to intervene in an appeal proceeding before the PTAB. The appeal concerns a decision of the Board of Review of <sup>Cook</sup> County pertaining to the property appealed by PR 55 East Monroe LLC and described as follows:

Parcel Number (Lead PIN if Multi-Parcel): 17-15-103-020-0000  Multi-Parcel Appeal

Address:

The appeal is identified in the PTAB's records as Docket No. 2022-53466

The Intervenor's interest in this appeal is as:

The taxpayer or owner of the subject property.  
 A taxing district which has a revenue interest in the subject property.  
**(The Request to Intervene must be accompanied by a Resolution from the Taxing Body's Governing Board authorizing its legal representative to file this request to intervene. You must provide the attorney's information, including the firm, attorney's name, address, telephone number and email address.)**


Hearing Requested?  Yes  No

<b>Intervenor Information</b>	<b>Attorney for Intervenor</b>
Name <span style="border: 1px solid red; display: inline-block; width: 150px; height: 15px;"></span>	Last Name _____
Address Line 1 <span style="border: 1px solid red; display: inline-block; width: 150px; height: 15px;"></span>	First Name _____
Address Line 2 <span style="border: 1px solid red; display: inline-block; width: 150px; height: 15px;"></span>	Firm Name _____
City <span style="border: 1px solid red; display: inline-block; width: 150px; height: 15px;"></span>	Address Line 1 _____
State <span style="border: 1px solid red; display: inline-block; width: 150px; height: 15px;"></span> ZIP <span style="border: 1px solid red; display: inline-block; width: 50px; height: 15px;"></span>	Address Line 2 _____
Telephone <span style="border: 1px solid red; display: inline-block; width: 150px; height: 15px;"></span>	City _____
Email Address <span style="border: 1px solid red; display: inline-block; width: 150px; height: 15px;"></span>	State _____ ZIP _____
	Telephone _____
	Email Address _____

**Evidence:**

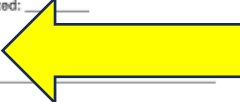
I certify this completed form along with enclosed evidence completes my filing **OR**  
 I hereby request an extension of time to submit my evidence. Days requested: \_\_\_\_\_

Date 6/14/2024 | 3:06 PM CDT Signature Sign

 **PLEASE SUBMIT TO:** **PROPERTY TAX APPEAL BOARD**  
ROOM 402 STRATTON OFFICE BUILDING  
401 SOUTH SPRING STREET  
SPRINGFIELD, IL 62706-4001  
(217) 782-6076

Optional  
PTAB20 (rev. 04/24)

✓ Once you have entered all the information that is required, you must sign your Request to Intervene.



If you are an attorney representing an intervenor, you should select your name from the dropdown box here.

- Select
- \*\*No Attorney - Pro Se\*\*
- \*\*Attorney Not Listed\*\*
- Abbasi, Pericles
- Abernathy Jr., Ronald Joseph
- Aeilt, Rick
- Aguilera, Sandra
- Agustin, Frederick
- Ajster, Julie L.
- Al-Heeti, Roaa M.
- Alvine, Robert
- Amari O'Dell, Katherine
- An, Joseph
- Anarwala, Zaki M.
- Anderson, Colin
- Anderson, John H.
- erson, Karen
- erson, Neil
- re, Michael B.
- Angelos, Christina
- Amari O'Dell, Katherine

Existing Filing

Filing Party:

Docket Number:

Intervenor Evidence:

Intervenor Type:

Intervenor/Owner:

Attorney/Pro Se Intervenor:

Submit

**Springfield Office**  
402 Stratton Office Building  
401 South Spring  
Springfield, Illinois 62706  
217.782.6076

**Suburban North Office Facility**  
9511 West Harrison Street  
Suite LL-54  
Des Plaines, Illinois 60016  
847.294.4121

START

DocuSign Envelope ID: C07BDB07-2C69-42D6-84E0-8A40274B5F8C



### Property Tax Appeal Board

### Request to Intervene in Appeal Proceeding

NOW COMES [redacted] and applies to the State Property Tax Appeal Board (PTAB) for leave to intervene in an appeal proceeding before the PTAB. The appeal concerns a decision of the Board of Review of Cook County pertaining to the property appealed by PR 55 East Manroe LLC and described as follows:

0-0000  Multi-Parcel Appeal

[Redacted text]

ocket No. 2022-53466

subject property.

venue interest in the subject property.

st be accompanied by a Resolution from the Taxing Authority authorizing its legal representative to file this request to intervene, including the firm, name, telephone number and email address.)

#### Attorney Information

Last Name \_\_\_\_\_  
First Name \_\_\_\_\_  
Firm Name \_\_\_\_\_  
Address Line 1 \_\_\_\_\_  
Address Line 2 \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

ed evidence completes my filing OR

my evidence. Days requested: \_\_\_\_\_



Signature \_\_\_\_\_

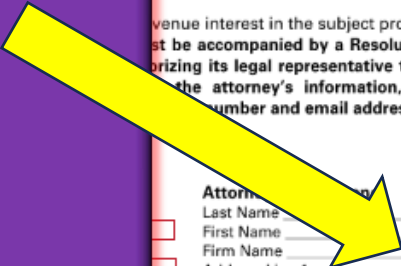


Optional  
PTAB20 (rev. 04/24)

PROPERTY TAX APPEAL BOARD  
ROOM 402 STRATTON OFFICE BUILDING  
401 SOUTH SPRING STREET  
SPRINGFIELD, IL 62708-4001  
(217) 782-6076

If an attorney is selected, the attorney's information will auto-populate here.

If your information changes, contact the PTAB clerk to update it at [PTA.Clerk@Illinois.gov](mailto:PTA.Clerk@Illinois.gov).



# APPENDIX



# Law Firm Multiple Filer Issue



## State of Illinois PROPERTY TAX APPEAL BOARD

An issue has been discovered in the DocuSign system that PTAB utilizes for e-filing. The problem occurs when multiple users simultaneously create appeals under the same attorney's name and email address. If the second user tries to create a new filing within a minute or so of the first user creating a recent filing, the second user will get the first user's filing (envelope in DocuSign jargon) with the first user's information. Then the filings get blended, and ultimately only one appeal is submitted. We have opened a support ticket with DocuSign, but until DocuSign fixes the issue, we have created a workaround.

We have activated a screen, which we had been able to skip over until this problem was discovered. A screenshot of what you will see is below. This screenshot is the first page you will see when entering the DocuSign system. If multiple users (input clerks) are creating filings for the same attorney, they must now enter the attorney's name and email address on this screen. **And** each user (input clerk) needs to make the attorney's name unique to that user, either by putting their initials after the name or a number to make it unique from the other users. See the example below. The DocuSign system only uses this name and will not affect the name that appears on the appeal form. The email address should be the email address used by that attorney for DocuSign filings, if different from their regular email address. The email address does not have to be different for each person creating the filings; **only the name must be different to avoid the issue.**

**PowerForm Signer Information**

Instructions

Please enter your name and email to begin the signing process.

**Appellant or Attorney**

Your Name: \*  
Bob Attorney AB

Your Email: \*  
bobsmith@lawfirm.com

**BEGIN SIGNING**

### Further Example:

If attorney Michael O'Malley had two clerks entering appeals into the system for him, each clerk would have to enter Michael O'Malley's name unique to himself. If one clerk's name is Walter Payton, it is recommended that the clerk enter Michael O'Malley's name as "Michael O'Malley (WP)." If the second clerk's name is Dick Butkus, he should enter Michael O'Malley's name as "Michael O'Malley (DB)." Michael O'Malley's name will appear as "Michael O'Malley (DB)" on the petition.

### BOARD MEMBERS

Jim Blotta  
Frankfort

Robert J. Steffen  
South Barrington

Dana D. Kinion  
Springfield

Sarah Buckley  
Chicago

You will then have two options. First, keep the initials in the signature line. You may want to use this as an internal quality control tool. The second option is to delete the initials from the signature line.

**Option 1 – Keep the Initials on the Signature Line**

For example, if a clerk named Dick Butkus enters an appeal for an attorney named Michael O’Malley, you will enter the following.

**PowerForm Signer Information**

Instructions  
Please enter your name and email to begin the signing process.

**Appellant or Attorney**

Your Name: \*  
Michael O'Malley (DB)

Your Email: \*  
Michael.O'Malley@Illinois.gov

BEGIN SIGNING

And the signature will appear like this:

s requested: \_\_\_\_\_

DocuSigned by:  
Signature Michael O'Malley (DB)  
951F32EEBE3947E .Attorney or Appellant only

**Option 2 – Remove the Initials from the Signature Line**

You can delete the initials if you do not want them to appear on the signature line. You will still enter the “PowerForm Signer Information” screen the same as above.

You can delete the initials when you get to the signing step on DocuSign’s “Adopt Your Signature” page.

(Continued on next page)

This screenshot of the “Adopt Your Signature” page appears when you want to sign your petition.

To delete the initials from your signature, first, delete the “(DB)” initials from the “Full Name” field. Second, change the initials in the “Initials” field to the attorney’s initials.

(Continue to the Next Page)

Once you delete the initials from the “Initials” box, the initials will be deleted from the “Preview” box.

**Adopt Your Signature** x



Confirm your name, initials, and signature.

\* Required

Full Name  Initials\*

[SELECT STYLE](#) [DRAW](#) [UPLOAD](#)

**PREVIEW** [Change Style](#)

DocuSigned by:  DS   
951F32EEBE3947E...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts just the same as a pen and paper signature or initial.

[ADOPT AND SIGN](#) [CANCEL](#)

Then click the “Adopt and Sign” option. This is how your signature will appear:

2e Date 4/27/2023 | 9:25 AM CDT Signature   
951F32EEBE3947E. Attorney or Appellant only



State of Illinois  
**PROPERTY TAX APPEAL BOARD**

KEVIN L. FREEMAN  
*Chairman*

MICHAEL I. O'MALLEY  
*Executive Director & General Counsel*

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**Standing Order No. 2 – Use of Unauthorized Forms and  
Enforcement of Rule 1910.80**

The Property Tax Appeal Board (PTAB) provides, as required by law, the forms a party must use when filing an appeal before PTAB. 35 ILCS 16-165; 86 Ill.Admin.Code 1910.30(c) and 1910.80. Despite the PTAB posting all its forms at [www.ptab.illinois.gov](http://www.ptab.illinois.gov) and rules mandating that parties only use PTAB's prescribed forms, practitioners repeatedly fail to use them. Additionally, practitioners frequently submit petitions and other forms with mathematical errors, incorrectly formatted property index numbers, and other careless mistakes that waste the PTAB's time and resources. The PTAB has developed an e-filing portal to, in part, alleviate these time-wasting, careless errors and create a uniform filing process for all appeals. In the interest of administrative efficiency and to rectify this situation,

**IT IS HEREBY ORDERED:**

1. This Standing Order applies to all matters filed after February 28, 2023.
2. This Standing Order applies to all parties, including appellants, intervenors, and boards of review.
3. All parties are ordered to use PTAB's prescribed forms whether a party is filing by paper or through the e-filing portal (abbreviated "EFP" in PTAB's rules). Any party not complying with PTAB's rules will be subject to sanctions.
4. **Enforcement of Rule 1910.80 (86 Ill.Admin.Code §1910.80):**
  - a. The Executive Director is instructed to ensure that all parties comply with this Order and to recommend, to this Board, decisions with sanctions imposed on non-compliant parties. The sanction will be to give any evidence not submitted on the proper form zero weight. For example, suppose an

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Jim Bilotta  
*Frankfort*

Robert J. Steffen  
*South Barrington*

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*Springfield*

Sarah Buckley  
*Chicago*

appeal is based entirely, or in part, on comparable sales, and the petitioner submits a grid that differs or electronically alters the prescribed grid on PTAB's form; then, in that case, the comparable sales will be given no weight. Likewise, if a board of review's Notes on Appeal does not conform to the grid on the prescribed form, then in that case, the board of review's comparable sales will be given no weight. This directive is mandatory for PTAB's staff. The discretion not to impose sanctions rest solely with this Board through a majority vote.

b. Additional considerations concerning e-filing:

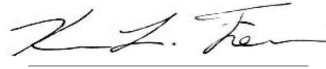
The PTAB has rolled out an e-filing portal. PTAB created this portal to meet the following goals:

- Reduce costs to the taxpayers of Illinois.
- Reduce PTAB's backlog.
- Create efficiencies in PTAB's operations.
- Create a uniform process for all filings.
- Reduce duplicate filings.
- Reduce PTAB's "carbon footprint."

PTAB has embedded specific data security criteria into its electronic forms to achieve these goals. PTAB has also tied the e-filing process to specific databases maintained by PTAB to improve PTAB's operational purposes. The Board expressly states that any manipulation of the fields on the electronic forms that breaks or alters the existing data security or field characteristics is an alteration of our form. In addition to hampering PTAB's ability to process data, this practice creates security concerns. Any petition that changes, in any way, PTAB's electronic form is null and void *ab initio*. The PTAB will summarily dismiss these petitions for failure to comply with Rule 1910.80. Furthermore, the PTAB will not consider the appeal filed for jurisdictional purposes, nor will the PTAB grant a continuance for the appellant to file a non-altered petition. PTAB's IT staff will submit a memo in the record of the void filing for administrative review purposes.

5. The Executive Director will immediately publish this Order on the Property Tax Appeal Board website and email the order to all law firms and county boards of review.
6. Nothing in this Order changes the Board's existing rules. **Standing Order No. 2** only directs the Executive Director and staff to enforce the PTAB's current rules.

7. This Order will remain in effect until repealed by a vote of the Board.



Chairman



Member



Member



Member



Member



Clerk

Entered this 14th day of February, 2023.

## **E-filing Attachment Issues**

PTAB Rule 1910.33 governs the filing of petitions and supporting evidence that is filed electronically through the EFP