

RESIDENTIAL APPEAL

State of Illinois – Property Tax Appeal Board (PTAB)

Assessment Year _____ (Complete)

See page 5 for instructions; also, information on how to complete this form can be found at 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 _____ 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 _____ Township _____
 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 _____

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 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 _____ Signature _____

Attorney or Appellant only

NOTE: IF AN APPRAISAL IS SUBMITTED SECTION III DOES NOT NEED COMPLETED.

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: _____

Section V – Comparable Sales/Assessment 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 (your house)	Comp #1	Comp #2	Comp #3	Comp #4
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)					
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					
Improvement assessment per sq. ft. (Impr. Assmt. / Living Area (Sq. Ft.))					

Section V – 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)					
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					
Improvement assessment per sq. ft. (Impr. Assmt. / Living Area (Sq. Ft.))					

Section VI – Recent Construction Information on Your Residence

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

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

Date Land Purchased _____

Total cost of the Land \$ _____ Building(s) \$ _____

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

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

Date the occupancy permit was issued. (Submit copy(s) as directed.): _____

Date the building was inhabitable and fit for occupancy or intended use: _____

Date the remodeling was completed: _____

Date the addition or other building(s) was completed: _____

Did owner or member of owner's family act as the general contractor? ☐ Yes ☐ No

If yes, what was the estimated value of the service? \$ _____

Was any non-compensated labor performed? ☐ Yes ☐ No

If yes, please describe and provide estimated value of labor _____

Note: A Contractor's Affidavit/Statement or documentation of the total cost must be submitted to the Property Tax Appeal Board.

Section VII – Recent Photograph(s) of Subject Property and Comparable Properties

If it aids in explaining the appeal, you may attach photographs of the subject property and comparable properties.

File completed appeal form with documentation postmarked within 30 days of the date of the final board of review decision OR within 30 days of the date of the favorable PTAB decision.

Assessment Year appeals BEFORE 2016: submit 3 copies of completed form; 2 copies of board of review final decision OR 2 copies of a favorable prior PTAB decision; and 2 copies of all evidence. *For assessment changes of \$100,000 or more, submit all evidence in triplicate.*

Assessment Year appeals for 2016 and AFTER: submit 1 copy EACH of completed form; board of review final decision OR a favorable prior PTAB decision; and all evidence. *If the total documentation is 500 pages or more, you must submit three collated sets of the documents.*

Mail or hand deliver completed appeal to:

**Property Tax Appeal Board
Room 402 Stratton Office Building
401 South Spring Street
Springfield, IL 62706-4001
(T) 217.782.6076
(TTY) 800.526.0844**

ONLY for hand-delivery of completed appeal:

**Property Tax Appeal Board
Cook County Regional Office
115 South La Salle Street
Suite 602
Chicago, IL 60603-3801
(T) 312.793.0015**