

RESIDENTIAL APPEAL

State of Illinois – Property Tax Appeal Board

For Assessment Year 20__

Room 402 Stratton Office Building
401 South Spring Street
Springfield, IL 62706-4001
(T) 217.782.6076
(TTY) 217.785.4427

Suburban North Regional Office Facility
9511 West Harrison Street, Suite LL-54
Des Plaines, IL 60016-1563
(T) 847.294.4121

Information on how to complete this form may be found at www.ptab.illinois.gov

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

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.)

Is this appeal based on a recently issued township equalization factor? (Multiplier) Yes No (Not applicable to Cook County.)

Did you file an appeal with the Property Tax Appeal Board on this Tax Parcel for the prior year? If yes, indicate the Property Tax Appeal Board docket number assigned to the prior appeal: _____

Section I You **MUST** submit 3 copies of this form, 2 copies of all evidence and 2 copies of the board of review's final decision letter, and if your requested assessed valuation change is \$100,000 or more, you **MUST** submit an additional copy of all evidence.

This form must be completed and postmarked within 30 days of the date of notice on the decision you received from the Board of Review. Written evidence must be submitted with this PTAB form. If you are unable to submit evidence with this form, you must request an extension of time in writing for filing the additional evidence with this form. Without a written request for an extension, no additional evidence will be accepted after the submission of this appeal form. **All Appeals MUST be filed at the Springfield Address listed above.** A separate appeal must be filed on each individual Property Identification Number (P.I.N.), or a breakdown may be submitted on an Addendum form (see 2c below). **Faxed and/or e-mailed appeals will not be accepted.**

Section II

Appellant (Taxpayer) Information

Last Name _____
First Name _____

Address Line 1 _____
Address Line 2 _____
City _____
State _____ ZIP _____
Telephone _____
Email Address _____

Information on Attorney for Appellant

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

Petition is hereby made to appeal from the final, written decision of the _____ County Board of Review which has a date of notice of _____. You **MUST** submit 2 copies of the Notice of Final Decision by the Board of Review.

2a Property ID No. (P.I.N.) _____ Township _____
Address of property _____

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

2c The assessments of the property for the year as made by the (P.I.N. only):
(Use the "Addendum to Petition" form for multiple parcels, which may be found at www.ptab.illinois.gov)

1. Board of Review Assessment	Land _____	Impr./Building _____	Total _____
2. Appellant Assessment Requested	Land _____	Impr./Building _____	Total _____

Lines 1 and 2 above **MUST** be completed. 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 2 copies of the appraisal) |

Evidence:
 I certify that the above evidence is attached to this appeal petition.

2e Date _____ Signature _____

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 _____

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. You must submit evidence of the actual sales price by including a sales contract, RESPA statement, Real Estate Transfer Declaration (Department of Revenue), and/or Settlement Statement.

Read carefully and answer all questions.

Full consideration (sale price) \$ _____ Date of sale _____

From whom purchased _____

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

Sold by: Owner Realtor Auction Other _____

Name of Realtor firm _____ Agent _____

Was 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 in settlement of an installment contract a contract for deed or a foreclosure?

Was the seller's mortgage assumed? Yes No If yes, specify amount \$ _____

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

Section V – Comparable Sales/Assessment Grid Analysis

An appraisal may be submitted for completion of this section.

An appraisal establishing the fair market value of the subject property under appeal as of the assessment date may also be submitted. **(Note: If a hearing is held in the case, the Property Tax Appeal Board will be better able to judge the weight and credibility of the appraisal if your appraiser testifies in person.)**

Evidence of recent sales of property comparable to the subject property, including the dates of sale, the prices paid, and a property record card or description of each sale showing how it compares to the subject property may also be submitted. (Note: The comparable sales should be similar to the subject property in design, age, amenities, and location.) **Provide at least three comparables.**

Evidence of assessments of property similar to the subject property, including current assessment of each property, the property record card for each property, or description of each property demonstrating its comparability to the subject property, may also be submitted. (Note: The assessment comparables should be similar to the subject property in size, design, age, amenities, and location.)

Provide at least three comparables. All comparables should be similar to the subject in size, design, age, amenities, and location. Photographs of the comparables should be submitted.

	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.					
Finished basement area -- Sq. Ft.					
Air conditioning (Yes or No)					
Number of Fireplaces					
Garage or car port (square feet)					
Other improvements					
Date of sale					
Sale price					
Sale price per square foot (Sale price / impr. size)					
Land assessment					
Improvement assessment					
Total assessment					
Improvement assessment per sq. ft. (Impr. Assmt. / Living Area (Sq. Ft.))					

Section VI – Recent Construction Information on Your Residence

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

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

Date Land Purchased _____

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

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

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

Date the occupancy permit was issued. (Submit 2 copies.) _____

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

Date the remodeling was completed _____

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

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

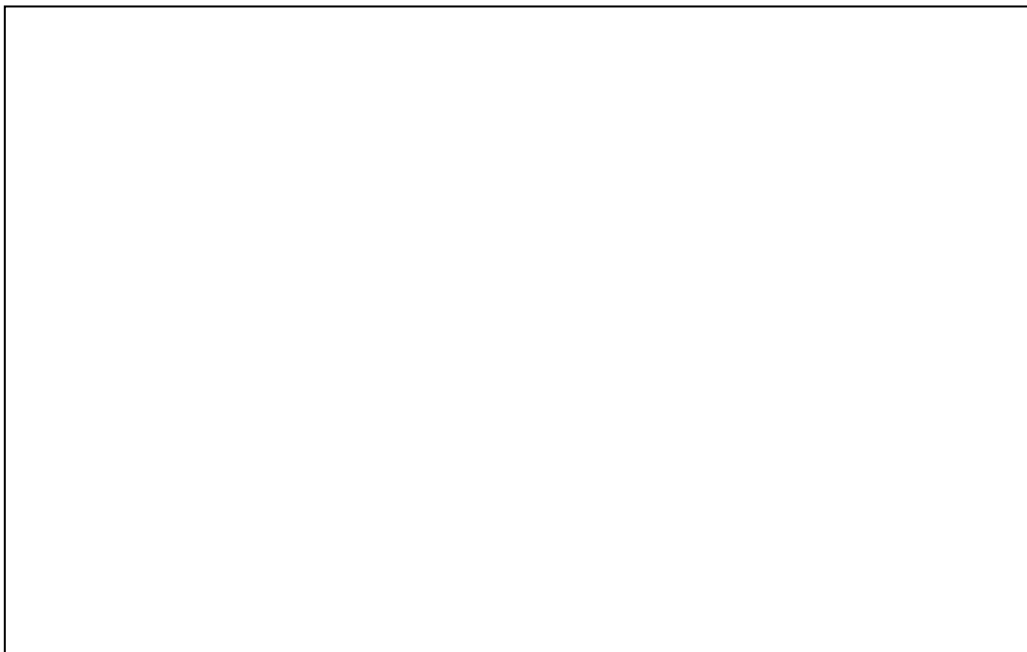
If yes, what was the estimated value of the service? \$ _____

Was any non-compensated labor performed? Yes No

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

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

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



CHECKLIST

YOUR APPEAL WILL BE DISMISSED

IF THE FOLLOWING ARE NOT PROVIDED:

- Two copies of Board of Review's original final decision

For Cook County Only: In addition, if your appeal is based upon the date the Board of Review transmitted its decision to the county assessor, then you must also supply a hard copy of the date of transmittal. See [Cook County Board of Review's website](#) for this information.

- County and Township information (Section II)
- Property I.D. Number (Section 2a)
- Board of Review assessments (contact your local assessment office for the correct amounts), and your claim for land, improvement, and the total (Section 2c)
- Appeal must be signed and dated by the property owner or an attorney, and postmark on envelope must be legible; otherwise, date of receipt will be used.
- You must check a basis for your appeal (Section 2d).
- Description of Property completed (Section III)
- Grid Analysis must be completed in full (Section V), unless an appraisal is attached. Attaching information without filling in the Grid completely will result in dismissal of your appeal.
- Two copies of all evidence must be submitted with your appeal, if the change in assessment you request is less than \$100,000. Three copies of all evidence must be submitted with your appeal, if the change in assessment you request is \$100,000 or more.
- Three copies of the COMPLETED appeal petition must be submitted.
- The evidence you submit must support the basis you checked in Section 2d.
- If you checked Comparable Sales, you need to submit sales data on the Grid.
 - If you checked Equity, you need to submit assessment data on the Grid.
 - If you checked Recent Sale, you need to submit two copies of the closing documents.
 - If you checked Recent Appraisal, you need to submit two copies of the appraisal.
 - For Contention of Law, you must submit two copies of your legal brief with supporting authority for your position.