

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.