



Illinois Property Tax Appeal Board

Electronic Filing Portal User Manual

Updated: 3/27/2024

Table of Contents

<u>Section</u>	<u>Description</u>
<u>1.....</u>	Introduction and Instructions for Appellant on Filing Your Appeal
<u>2.....</u>	Filing into an Existing Appeal
<u>3.....</u>	County Boards of Review Functionality
<u>Appendix</u>	
<u>Additional Information for Law Firms Regarding Multiple Filers</u>	
<u>Standing Order No. 2 – Use of Unauthorized Forms</u>	

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 <http://www.ptab.illinois.gov/>. On the PTAB home page, click the *eFiling Portal*.

The screenshot shows the PTAB Illinois.gov website. At the top, the navigation bar includes 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 PTAB logo and the text "State of Illinois Property Tax Appeal Board" over a background image of a house and an industrial facility. Below the header, a paragraph describes the PTAB's role as a quasi-judicial body. A yellow arrow points to the "Electronic Filing" section, which is circled in red. This section contains three buttons: "eFiling User Guide", "eFiling Portal", and "Standing Order #2". Below these buttons, two bullet points provide information about filing deadlines and requirements. At the bottom, there are three columns of links: "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 <http://www.ptab.illinois.gov/>. On the PTAB home page, click *Information*, then select *eFiling System*.

The screenshot shows the PTAB Illinois website. The header includes the PTAB logo, the text "Illinois.gov Governor JB Pritzker", and a navigation menu with "Information" and "About PTAB". A red circle highlights the "Information" link, with a yellow arrow pointing to it. Below the header, the main content area features the "State of Illinois Property Tax Appeal Board" title and a description of the board's mission. A red circle highlights the "eFiling System" link in the navigation menu, with a yellow arrow pointing to it. Below the main content area, there is a section for "Electronic Filing" with links to "eFiling User Guide", "eFiling Portal", and "Standing Order #2". At the bottom, there are three columns of information: "Getting Started", "Filing Your Appeal", and "Appeal Status Inquiry (ASI)".

PTAB Illinois.gov Governor JB Pritzker Information About PTAB

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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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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.

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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Do not include any personal identifying information.

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You must attach a copy 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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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 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:

Section II	
Appellant (Taxpayer or Owner) Information	
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:

Section II	
Appellant (Taxpayer or Owner) Information	
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.
 - File a motion to withdraw.

Boards of Review and Intervenor's will also use the "Existing Appeal" option which will be covered in detail when this option is fully developed.

The screenshot shows the PTAB eFile System website. The header includes the PTAB logo, links to Illinois.gov, Governor JB Pritzker, PTAB Home, Information, and About PTAB, a language selection dropdown, and a Google Translate logo. The main banner features the text "Property Tax Appeal Board eFile System" over a background image of a house and a factory. Below the banner is a "Select Filing Type" section with a "Filing Type:" label and two radio buttons: "New Appeal" and "Existing Appeal". A "Next" button is positioned below the radio buttons. The footer contains contact information for the Springfield Office and the Suburban North Office Facility, along with a copyright notice and links to the Webmaster, Privacy Statement, Accessibility, and Discrimination/Language Complaint Form.

PTAB

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

Property Tax Appeal Board
eFile System

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

Copyright © 2023 Property Tax Appeal Board Webmaster | Privacy Statement | Accessibility | Discrimination/Language Complaint Form

Entering Data in EFP

- Once you have agreed to these conditions 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:	<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

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

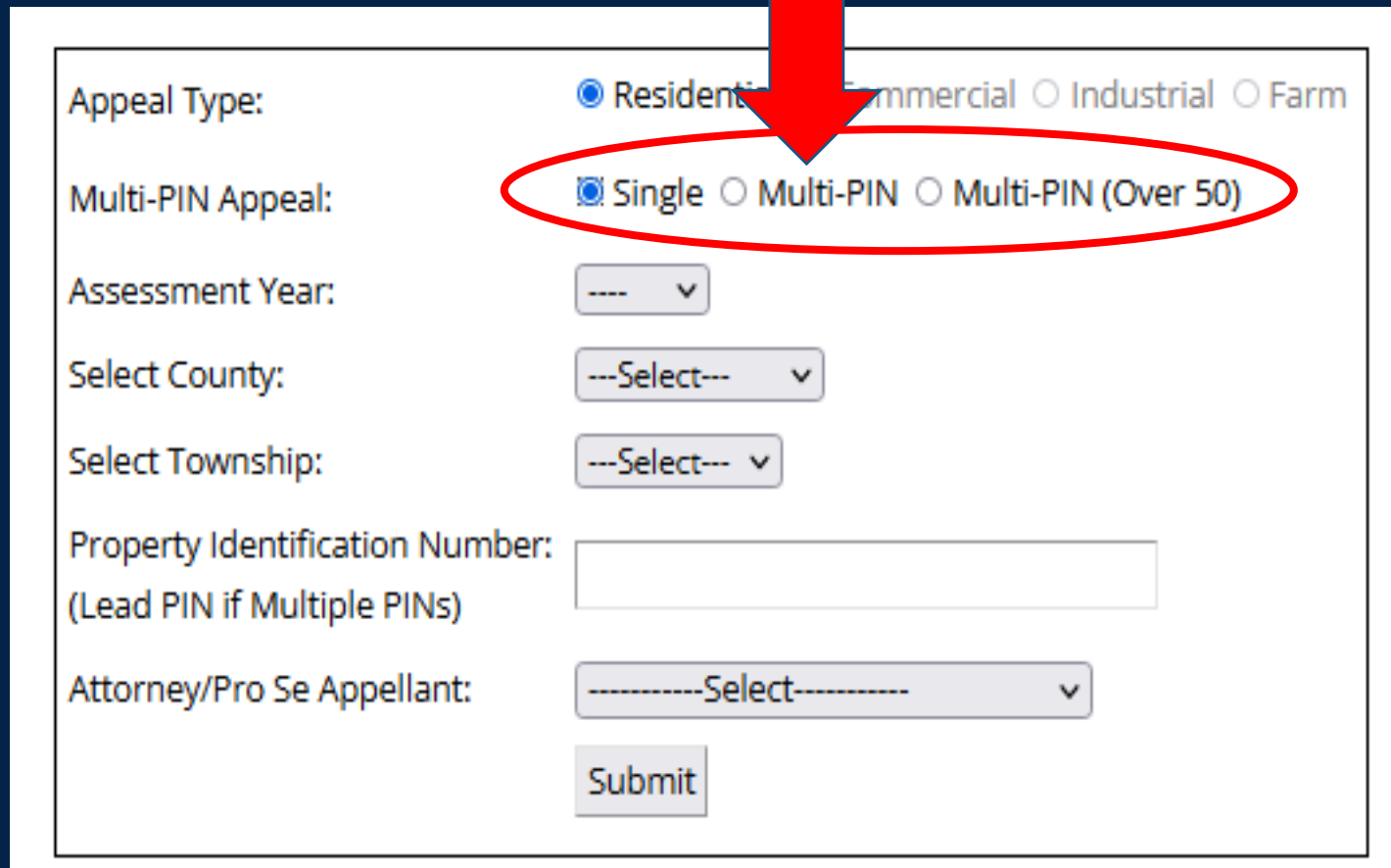


Appeal Type:	<input checked="" type="radio"/> Residential <input type="radio"/> Commercial <input type="radio"/> Industrial <input type="radio"/> Farm
Multi-PIN Appeal:	<input type="radio"/> Single <input type="radio"/> Multi-PIN <input type="radio"/> Multi-PIN (Over 50)
Assessment Year:	<input type="text" 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.

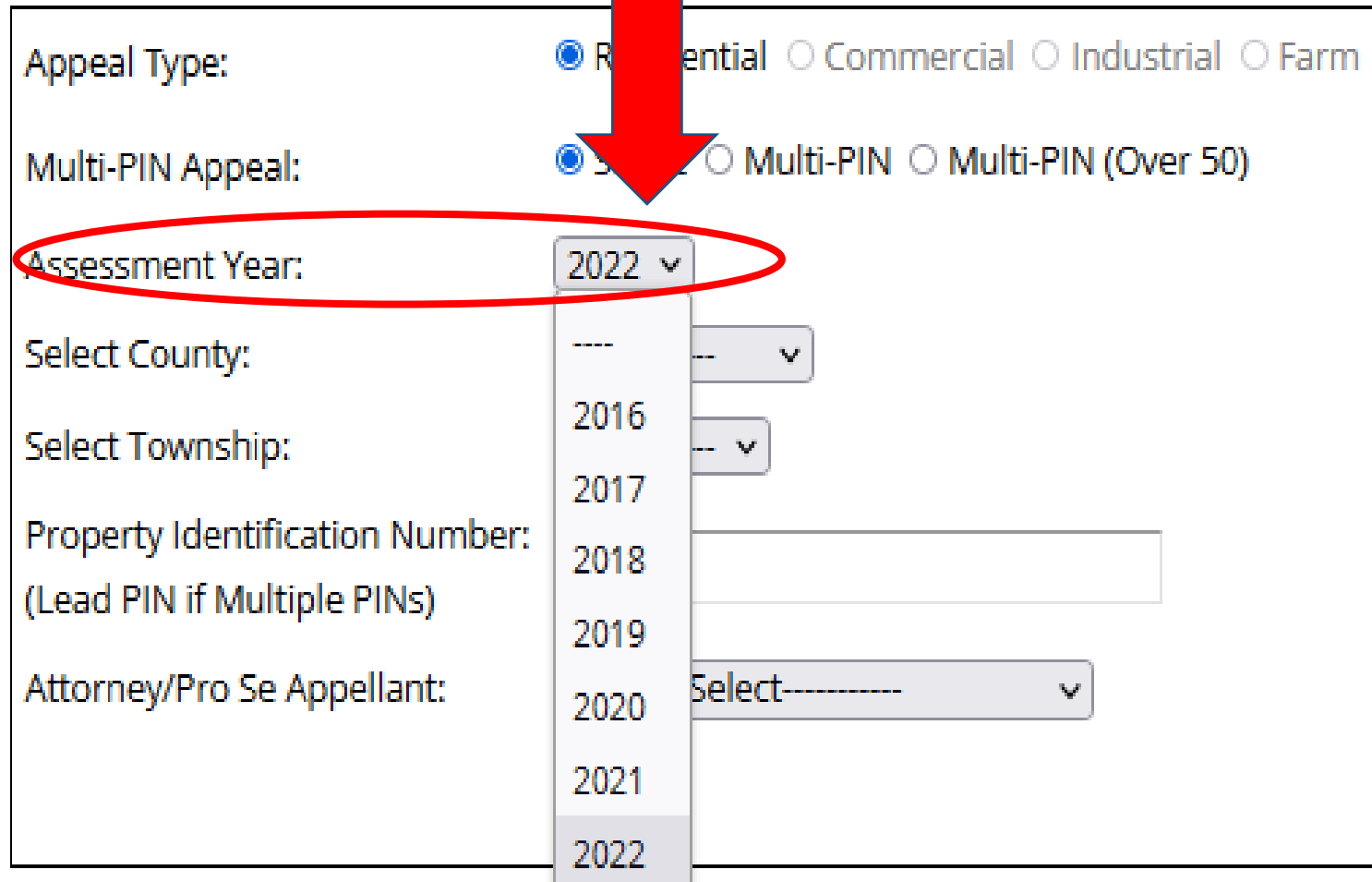


The screenshot shows a web form for entering appeal data. A large red arrow points to the 'Single' radio button under the 'Multi-PIN Appeal' section, which is also circled in red. The form includes the following fields:

- Appeal Type:** Radio buttons for Residential (selected), Commercial, Industrial, and Farm.
- Multi-PIN Appeal:** Radio buttons for Single (selected), Multi-PIN, and Multi-PIN (Over 50).
- Assessment Year:** A dropdown menu showing '----'.
- Select County:** A dropdown menu showing '--Select--'.
- Select Township:** A dropdown menu showing '--Select--'.
- Property Identification Number:** A text input field with the label '(Lead PIN if Multiple PINs)' below it.
- Attorney/Pro Se Appellant:** A dropdown menu showing '-----Select-----'.
- Submit:** A button at the bottom.

Entering Data in EFP

3. You must then select the assessment year that you are appealing.



The screenshot shows a web form for entering data. A large red arrow points down to the 'Assessment Year' dropdown menu, which is also circled in red. The dropdown menu is open, showing a list of years from 2016 to 2022. The 'Assessment Year' label is circled in red. The 'Multi-PIN Appeal' section is also circled in red. The 'Assessment Year' dropdown menu is open, showing a list of years from 2016 to 2022. The 'Assessment Year' label is circled in red.

Appeal Type: ☒ Residential ☐ Commercial ☐ Industrial ☐ Farm

Multi-PIN Appeal: ☒ Single-PIN ☐ Multi-PIN ☐ Multi-PIN (Over 50)

Assessment Year: 2022 v

Select County: ---- v

Select Township: 2016 v

Property Identification Number: 2017

(Lead PIN if Multiple PINs) 2018

Attorney/Pro Se Appellant: 2019

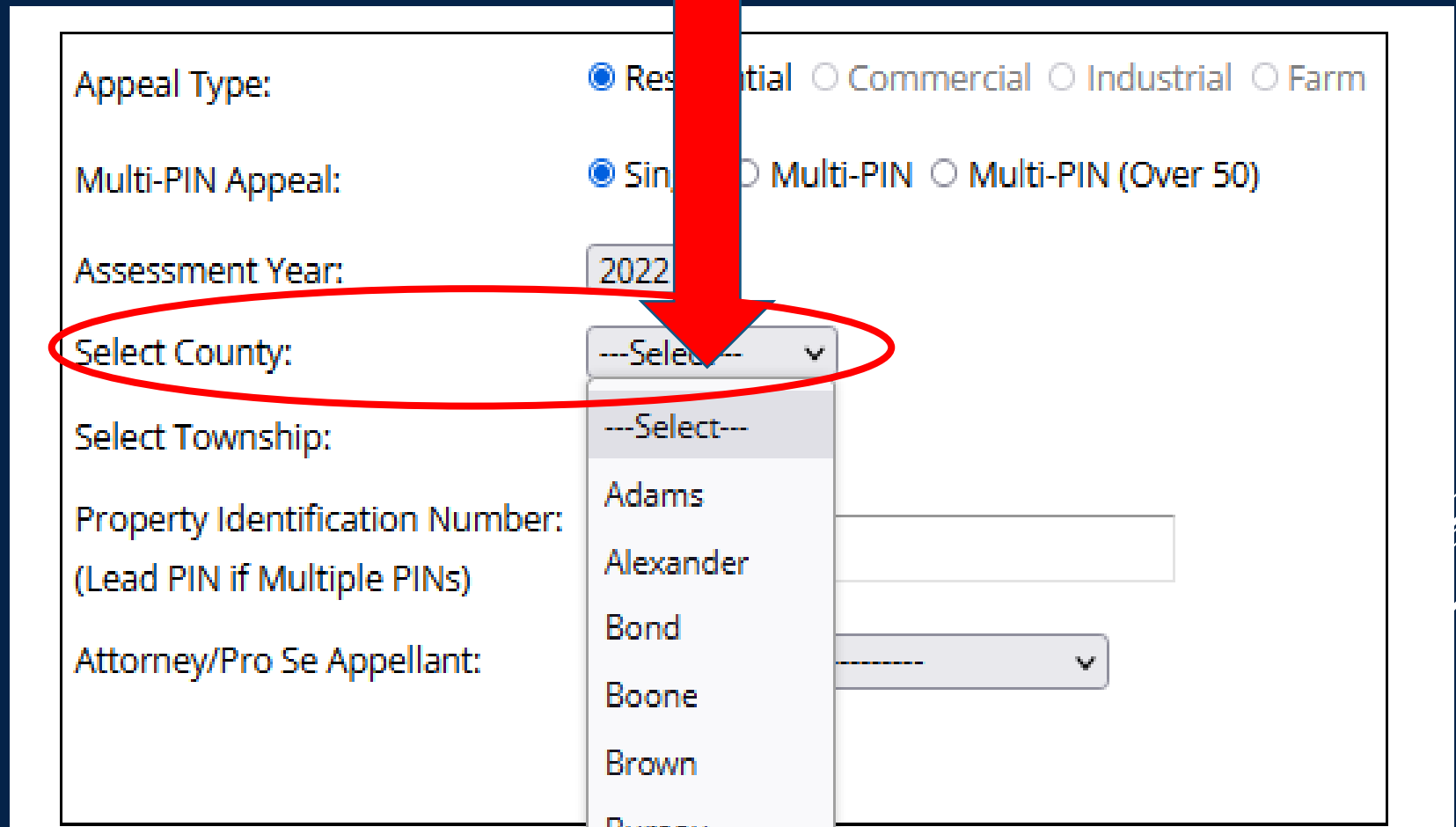
2020 Select----- v

2021

2022

Entering Data in EFP

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

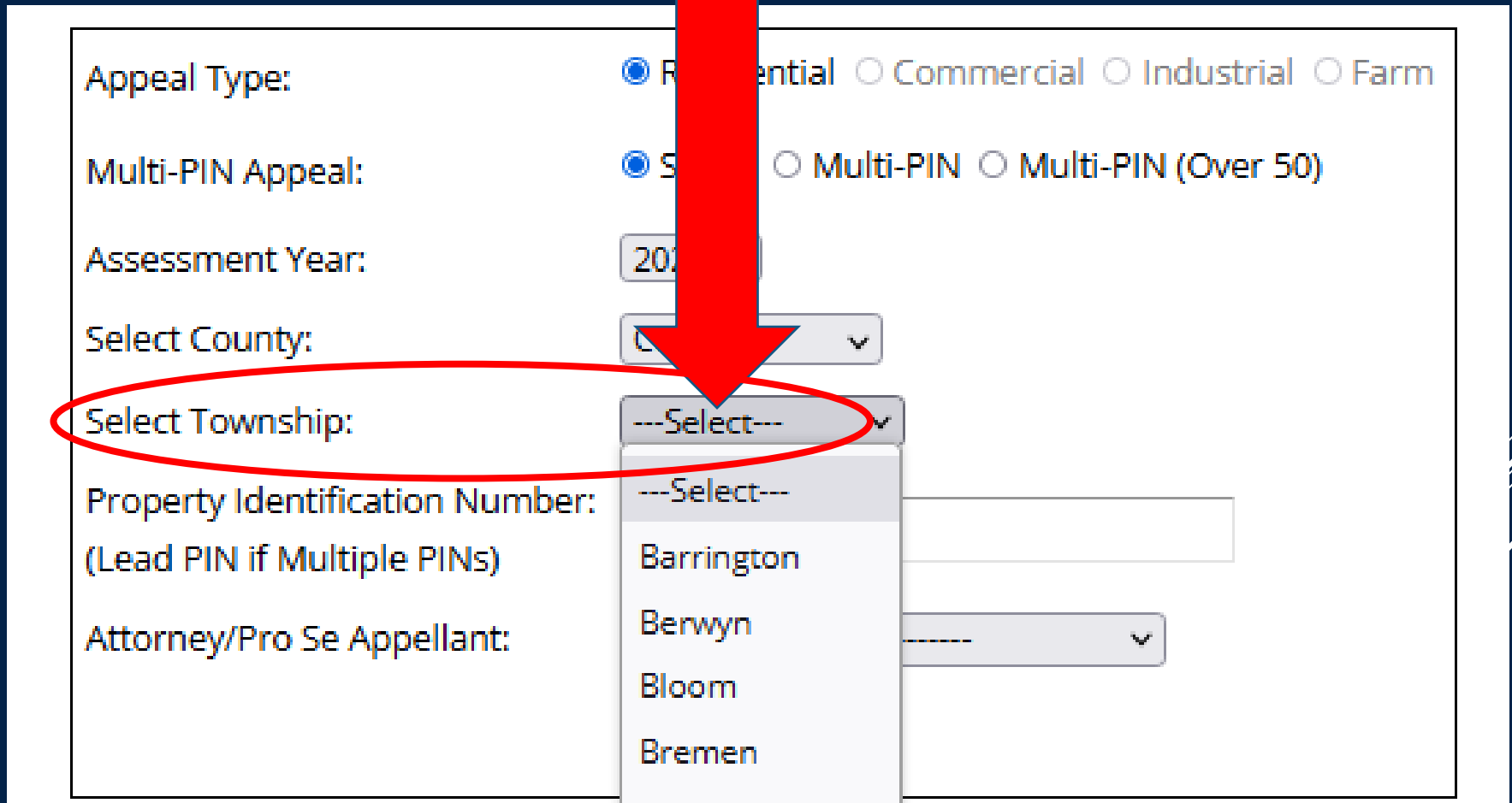


The screenshot displays a web form for entering data. A large red arrow points from the top of the page down to the 'Select County' dropdown menu, which is also circled in red. The form includes the following fields and options:

- Appeal Type:** Radio buttons for ☒ Residential, ☐ Commercial, ☐ Industrial, and ☐ Farm.
- Multi-PIN Appeal:** Radio buttons for ☒ Single, ☐ Multi-PIN, and ☐ Multi-PIN (Over 50).
- Assessment Year:** A text input field containing '2022'.
- Select County:** A dropdown menu with a red circle around it and a red arrow pointing to it. The menu is open, showing options: ---Select---, Adams, Alexander, Bond, Boone, Brown, and Bureau.
- Select Township:** A dropdown menu with the option ---Select---.
- Property Identification Number:** A text input field with the label '(Lead PIN if Multiple PINs)' below it.
- Attorney/Pro Se Appellant:** A dropdown menu with a red dashed line and a downward arrow.

Entering Data in EFP

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

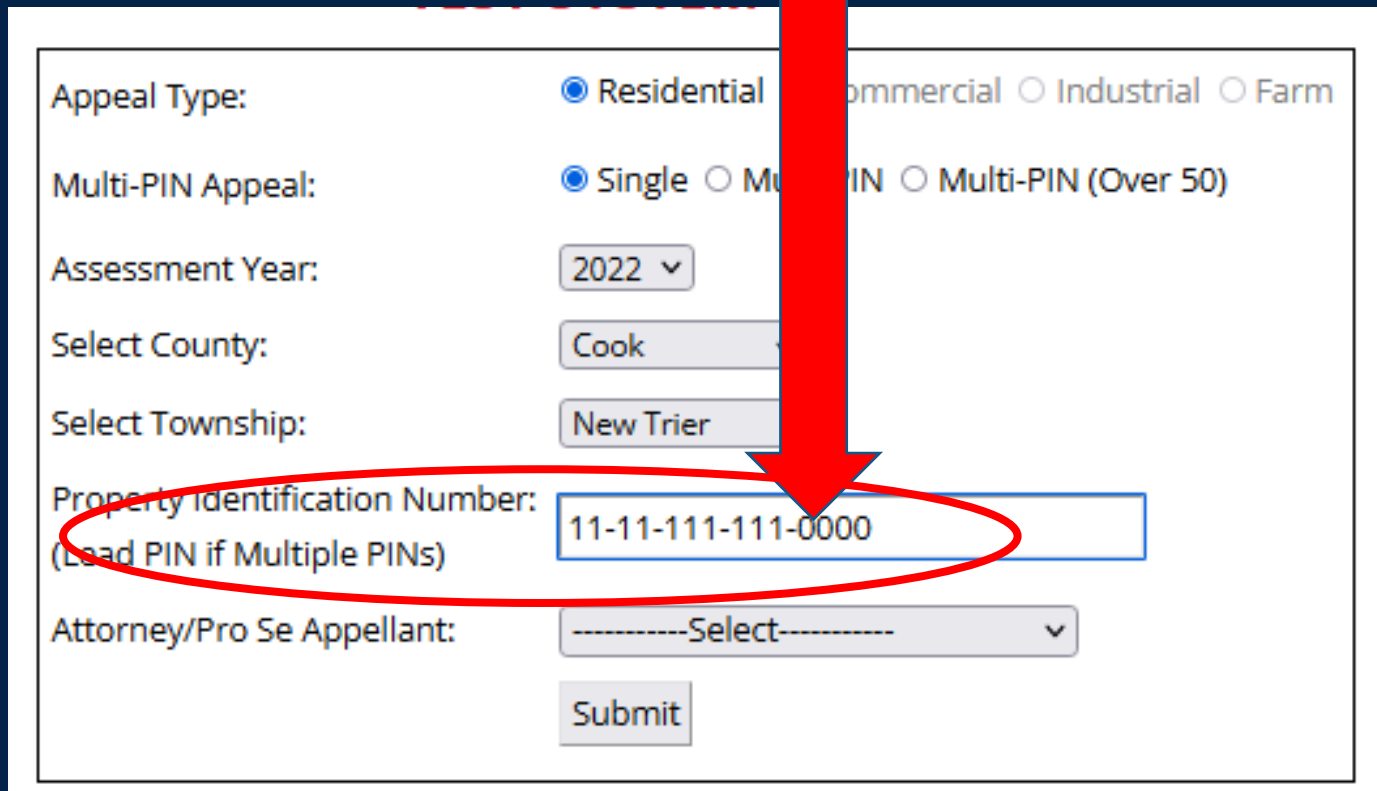


The screenshot shows a web form for entering data. A large red arrow points down to the 'Select Township' dropdown menu, which is also circled in red. The form includes the following fields:

- Appeal Type: ☒ Residential ☐ Commercial ☐ Industrial ☐ Farm
- Multi-PIN Appeal: ☒ Single ☐ Multi-PIN ☐ Multi-PIN (Over 50)
- Assessment Year: 202
- Select County: [Dropdown menu]
- Select Township: [Dropdown menu with options: ---Select---, Barrington, Berwyn, Bloom, Bremen]
- Property Identification Number: [Text input field]
- (Lead PIN if Multiple PINs)
- Attorney/Pro Se Appellant: [Text input field]

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 and their values are as follows:

Field	Value
Appeal Type:	<input checked="" type="radio"/> Residential <input type="radio"/> Commercial <input type="radio"/> Industrial <input type="radio"/> Farm
Multi-PIN Appeal:	<input checked="" type="radio"/> Single <input type="radio"/> Multi-PIN <input type="radio"/> Multi-PIN (Over 50)
Assessment Year:	2022
Select County:	Cook
Select Township:	New Trier
Property Identification Number: (Lead PIN if Multiple PINs)	11-11-111-111-0000
Attorney/Pro Se Appellant:	-----Select-----
<input type="button" value="Submit"/>	

A large red arrow points from the top of the form 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 in that case the 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.

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:
(Lead PIN if Multiple PINs) 11-11-11-000


Attorney/Pro Se Appellant: **No Attorney - Pro Se** ▼

Submit

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.

Entering Data in EFP

8. 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.

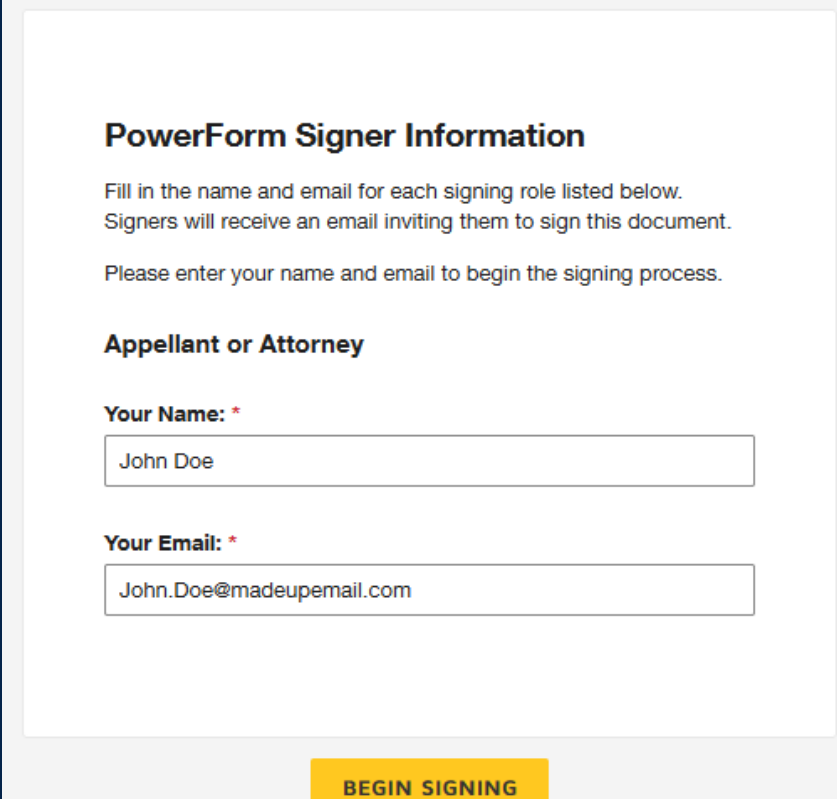


The form contains the following fields and options:

- 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.

A screenshot of a web form titled "PowerForm Signer Information". The form is white with a light gray border. It contains instructions for signing roles, a section for "Appellant or Attorney" with input fields for "Your Name" and "Your Email", and a yellow "BEGIN SIGNING" button at the bottom.

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: *

John Doe

Your Email: *

John.Doe@madeupemail.com

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.

Please Review & Act on These Documents

PTA DocuSign
Illinois Property Tax Appeal Board

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.)

Attorney for Appellant

Appellant (Taxpayer or Owner) Information

Last Name _____ First 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 _____ 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 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
☐ 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)

Use the Finish Later option to continue signing this document at a later time. [Learn more...](#)

GOT IT

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.

- ❖ 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. *This email is only monitored during business hours.*

The screenshot shows the PTAB DocuSign petition form. A green arrow points to the header 'Please Review & Act on These Documents'. The form includes fields for Appellant (Taxpayer or Owner) Information and Attorney for Appellant. It also contains sections for the Petition, Assessment, and Evidence. A 'GOT IT' button is visible in the top right corner.

Please Review & Act on These Documents

PTAB 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

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

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 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 [] 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 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):
☐ 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)

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

START



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

Docket No. _____

Assessment Year 2022

See page 5 for instructions; also, information on how to complete this form can be found at 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 11-11-111-0000 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 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
☐ 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 1/30/2023 | 2:37 PM CST Signature  _____
Attorney or Appellant only

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

Completing the Petition

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

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 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
☐ 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 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:

Completing the Petition

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

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	

PTAB1A (rev. 01/23)

PAGE 3 OF 5

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

Docketing Entry 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

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 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):
☐ 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 1/30/2023 | 2:47 PM CST Signature _____
Attorney or Appellant only

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

to add a document

FINISH

FINISH LATER

OTHER ACTIONS ▾

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

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. (Note: Location, date, and time will be determined by the PTAB.)
☐ 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 along with the instructions.)

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

ALWAYS complete lines 1 and 2 above for the assessment year being appealed. Line #1 information is for the Assessor's Office 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 evidence):
☐ Recent sale – complete Section IV
☐ Comparable sales – complete Section V
☐ Contention of law – submit legal brief
☒ Assessment equity – recent construction
☐ Recent appraisal (evidence)

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.

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 AY2022
PIN45-64-046-456.

PTAB Residential Appeal Form AY2022 PIN45-64-046-456.

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.

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14366F9084214ED0A05E24E362232BED1

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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:
 - <http://www.ptab.illinois.gov/filing.html>
 - <http://www.ptab.illinois.gov/forms.html>
 - <http://www.ptab.illinois.gov/getStarted.html>
 - <http://www.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.
- 
- A series of several parallel white diagonal lines extending from the bottom right corner of the slide towards the center.

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 first option, "I certify this completed form along with enclosed evidence completes my appeal," is selected. The second option, "I hereby request an extension of time to submit my evidence. Days requested:", is highlighted with a yellow box. A dropdown menu is open next to the second option, showing "-- select --" and a list of values: 30, 60, and 90. The dropdown menu is also highlighted with a yellow box. Below the radio buttons, there is a "Date" field with the value "2/15/2023 | 11:00 AM CST" and a "Signature" field. The "Date" field is highlighted with a yellow box. At the bottom left, it says "PTAB1A (rev. 01/23)" and at the bottom right, it says "PAGE 1 OF 5".

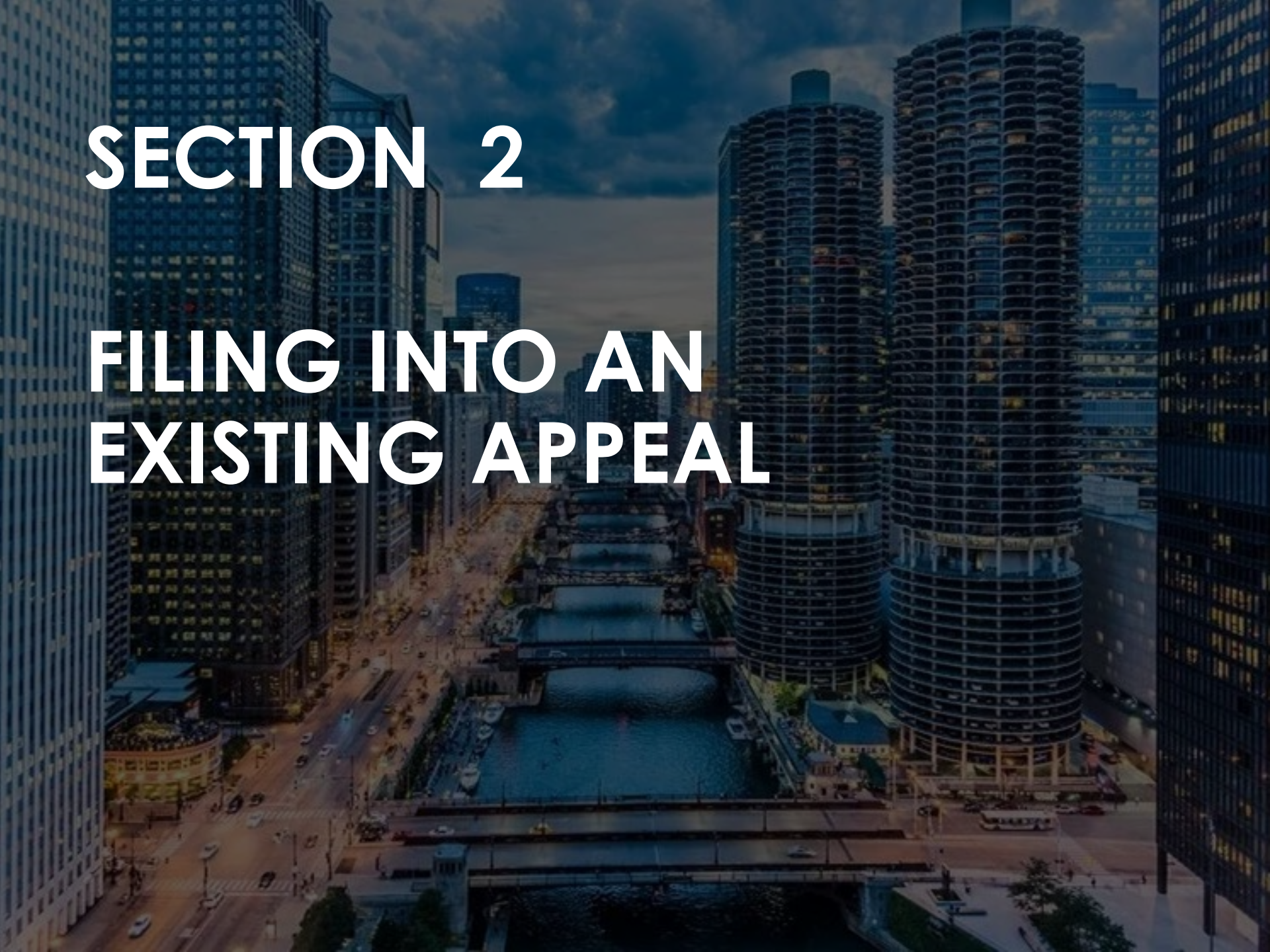
- You will need to submit your evidence within the extension period granted by the PTAB. This rule is strictly enforced. If you request 30 days, but need more time, you should submit a request for extension before the due date. See 86 Ill. Admin. Code 1910.(g).

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

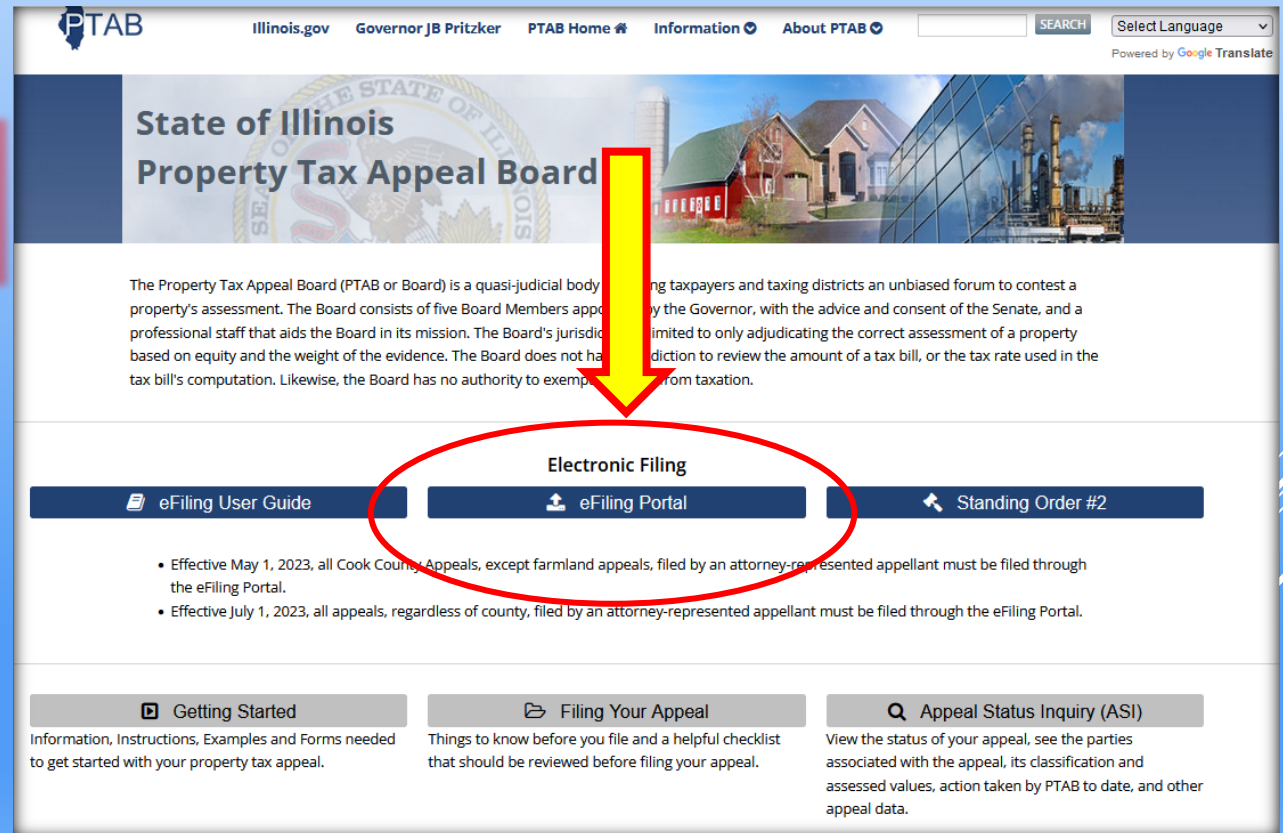
FILING INTO AN EXISTING APPEAL



Enter the EFP

To use the EFP, go to <http://www.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 with a red circle around the 'eFiling Portal' button and a yellow arrow pointing to it. The website 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 selector. The main content area features the State of Illinois seal and the text 'State of Illinois Property Tax Appeal Board'. Below this is a paragraph describing the PTAB's role. The 'Electronic Filing' section contains three buttons: 'eFiling User Guide', 'eFiling Portal', and 'Standing Order #2'. The 'eFiling Portal' button is circled in red. Below the buttons are two bullet points regarding filing requirements. The footer contains 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

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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 the authority 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.

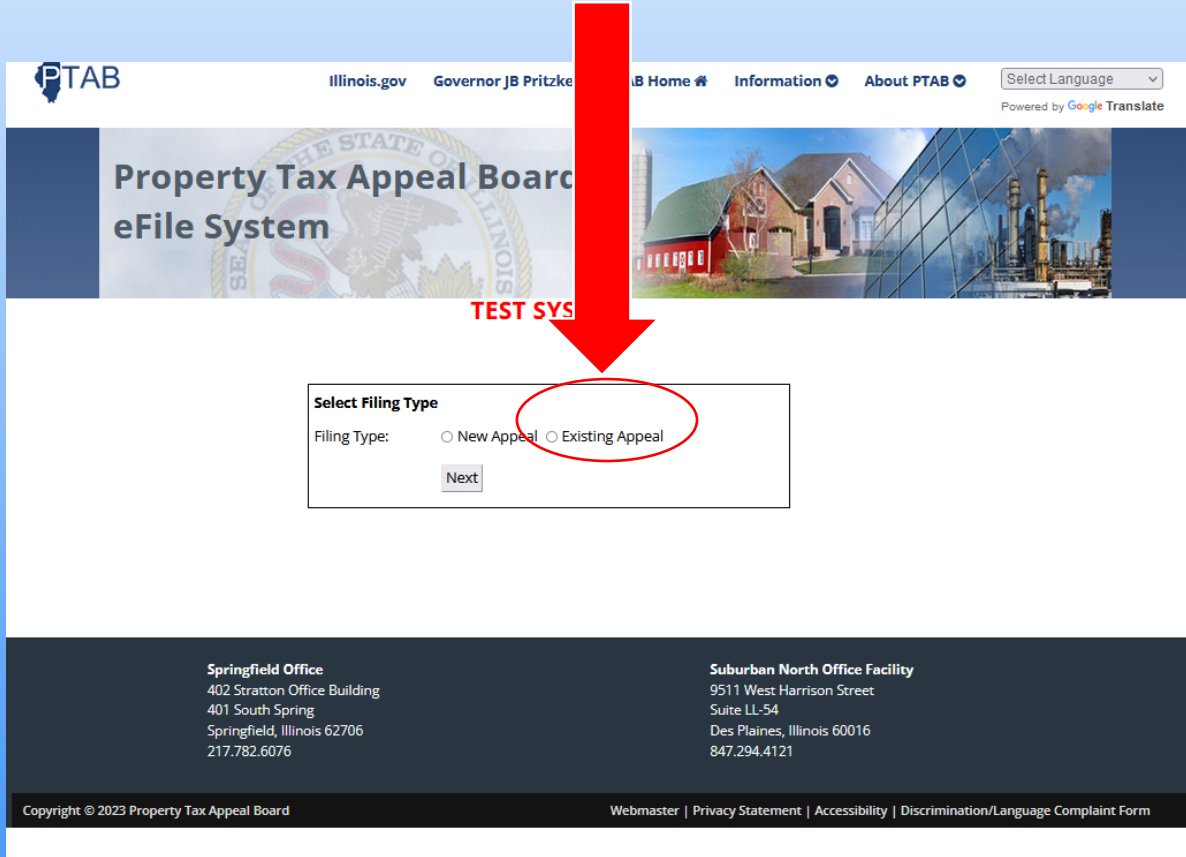
Agree to the terms and conditions, complete the Captcha, then click Submit.

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

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 ▼
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Property Tax Appeal Board eFile System

TEST SYS

Select Filing Type

Filing Type: ☐ New Appeal ☒ Existing Appeal

[Next](#)

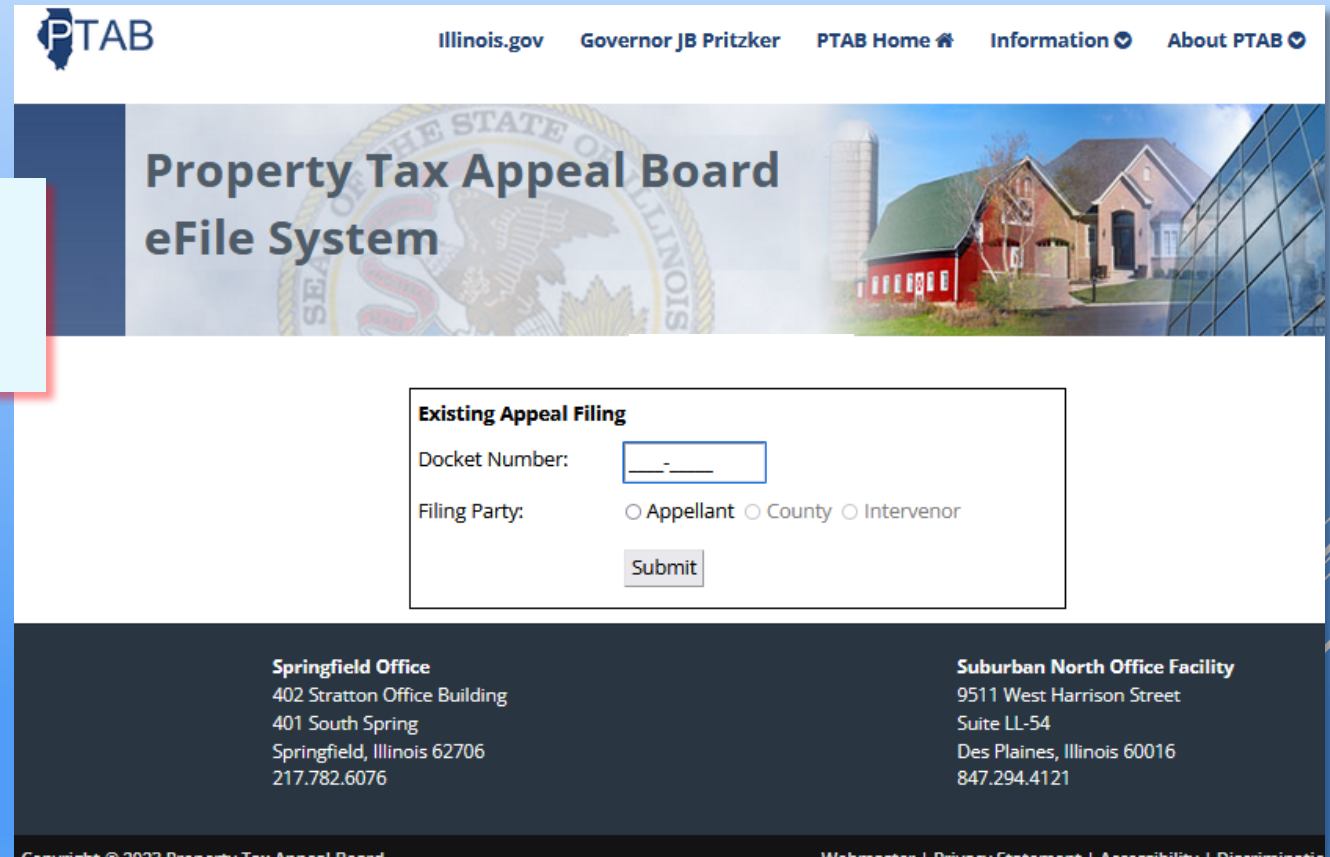
Springfield Office
402 Stratton Office Building
401 South Spring
Springfield, Illinois 62706
217.782.6076

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, links to 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 red barn and a modern glass building. Below the banner is a form titled "Existing Appeal Filing". The form has two sections: "Docket Number:" with a text input field containing "___-___", and "Filing Party:" with three radio button options: "Appellant", "County", and "Intervenor". A "Submit" button is located below the radio buttons. The footer contains contact information for the Springfield Office and the Suburban North Office Facility, along with a copyright notice and a link to the website's privacy statement and accessibility information.

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

Property Tax Appeal Board eFile System

Existing Appeal Filing

Docket Number:

Filing Party: ☐ Appellant ☐ County ☐ Intervenor

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 Property Tax Appeal Board 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 search bar. The main banner features the text 'Property Tax Appeal Board eFile System' over a background image of a red barn and a modern glass building. The 'Existing Appeal Filing' form is displayed with the following fields:

- Docket Number:** 2021-27000
- Filing Party:** ☒ Appellant ☐ County ☐ Intervenor
- Appellant Evidence Type:** A dropdown menu is open, showing options: ---Select---, Evidence Submission, Extension Request, Incomplete Response, Rebuttal Evidence, and Withdrawal Request.

The footer contains contact information for the Springfield Office and the Suburban North Office Facility, along with a copyright notice and a link to the website's privacy policy.

You Options Are:

1. **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.*
2. **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.*
3. **Incomplete [Notice] Response:** Use this option when you were notified by PTAB that your original submission was incomplete.
4. **Rebuttal Evidence:** You would use this response when you are filing rebuttal evidence. See rule 1910.66
5. **Withdrawal Request:** You should use this option when you are withdrawing your appeal.

The screenshot shows the PTAB eFile System website. The header includes the PTAB logo, the Illinois.gov link, and navigation links for 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 red barn and a modern glass building. Below the banner is the 'Existing Appeal Filing' form. The form includes a 'Docket Number' field with the value '2021-27000', a 'Filing Party' section with radio buttons for 'Appellant' (selected), 'County', and 'Intervenor', and an 'Appellant Evidence Type' dropdown menu. The dropdown menu is open, showing options: 'Evidence Submission', 'Extension Request', 'Incomplete Response', 'Rebuttal Evidence', and 'Withdrawal Request'. At the bottom of the page, there are two office addresses: 'Springfield Office' at 402 Stratton Office Building, 401 South Spring, Springfield, Illinois 62706, and 'Suburban North Office Facility' at 9511 West Harrison Street, Suite LL-54, Des Plaines, Illinois 60016.

PTAB

Illinois.gov Governor JB Pritzker PTAB Home Information About PTAB

Property Tax Appeal Board
eFile System

Existing Appeal Filing

Docket Number: 2021-27000

Filing Party: ☒ Appellant ☐ County ☐ Intervenor

Appellant Evidence Type:
---Select---
---Select---
Evidence Submission
Extension Request
Incomplete Response
Rebuttal Evidence
Withdrawal 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

User Note to BOR and Intervenor:

**This section is still being
developed, but once it is, this is
where you will file into an
existing case as well.**


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.”

DEMONSTRATION DOCUMENT ONLY
 PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
 1000 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: 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

Sign



Signature _____

PTABEVIDENCE (rev. 04/23)


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: 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. 04/23)

1. The Docket No, Appellant, [Lead] PIN, County, Party Submitting, and Evidence Submitted will auto-populate.
2. You can attach documents 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,” 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.”

2. Select “Yes.”

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

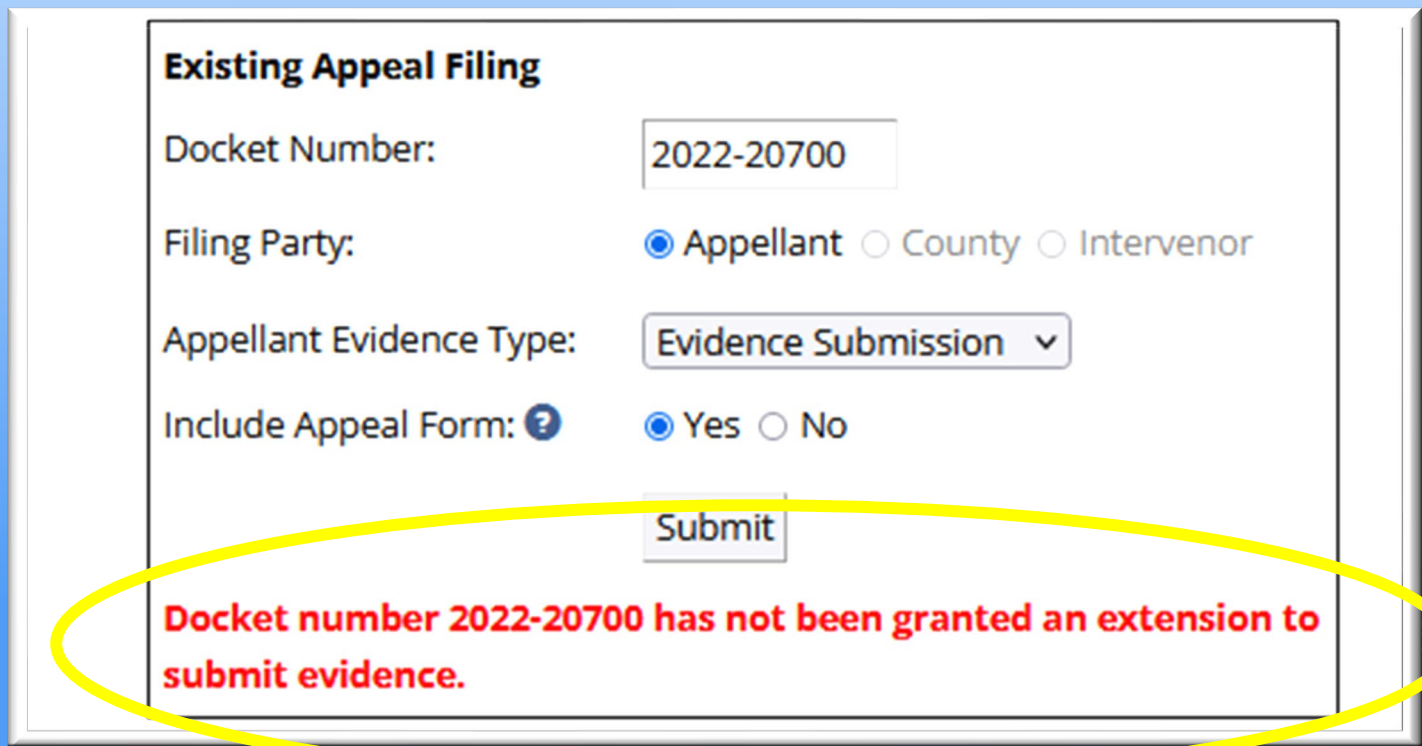
Warning

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:



The screenshot shows a web form titled "Existing Appeal Filing". It contains the following fields and options:

- Docket Number: 2022-20700
- Filing Party: ☒ Appellant ☐ County ☐ Intervenor
- Appellant Evidence Type: Evidence Submission (dropdown menu)
- Include Appeal Form: ☒ Yes ☐ No
- Submit button

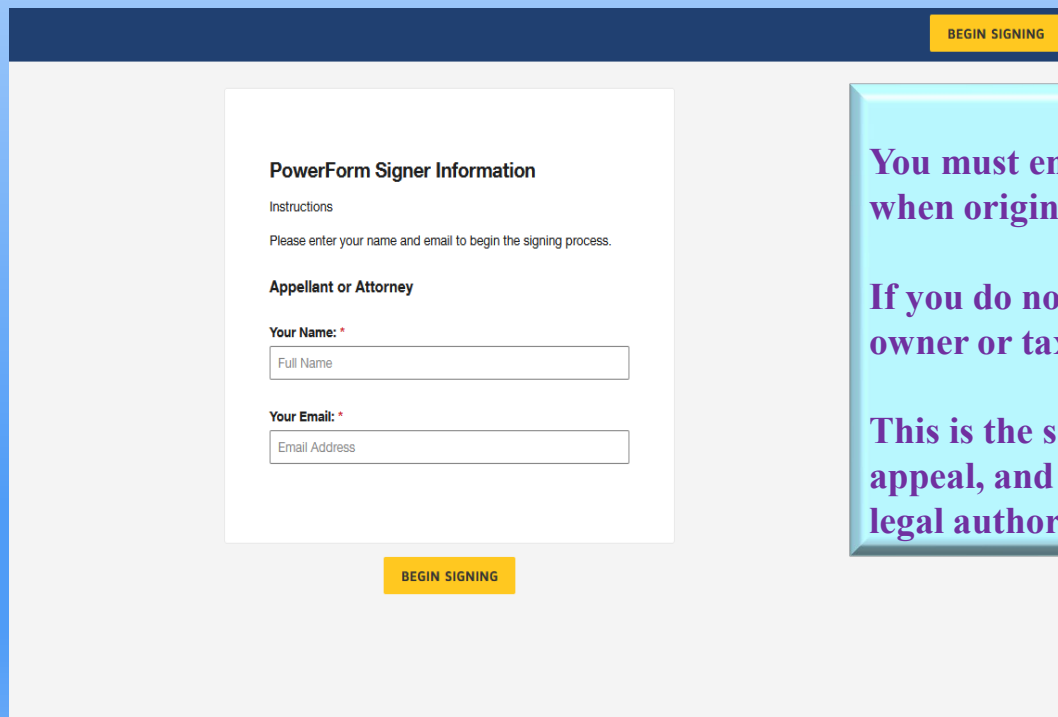
At the bottom of the form, a red error message is displayed: "Docket number 2022-20700 has not been granted an extension to submit evidence." This message is circled in yellow.

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.

A screenshot of a web form titled "PowerForm Signer Information". The form is on a light gray background with a dark blue header bar containing a yellow "BEGIN SIGNING" button. The form itself is white and contains the following elements: a title "PowerForm Signer Information", a section "Instructions" with the text "Please enter your name and email to begin the signing process.", a section "Appellant or Attorney", and two input fields. The first input field is labeled "Your Name: *" and contains the placeholder text "Full Name". The second input field is labeled "Your Email: *" and contains the placeholder text "Email Address". A yellow "BEGIN SIGNING" button is located at the bottom of the form.

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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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

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 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' alongside a background image of a red barn and industrial structures. A paragraph describes the PTAB as a quasi-judicial body for contesting property assessments. Below this, a section titled 'Electronic Filing' contains three buttons: 'eFiling User Guide', 'eFiling Portal' (which is circled in yellow), and 'Standing Order #2'. A note states that as of July 1, 2023, all appeals must be filed through the eFiling Portal. At the bottom, there are three columns for 'Getting Started', 'Filing Your Appeal', and 'Appeal Status Inquiry (ASI)', each with a brief description of the service. The footer provides 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](#)

Select Language

Powered by Google Translate

Property Tax Appeal Board eFile System



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

[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

Docket Number:

Filing Party: ☐ Appellant ☐ County ☐ Intervenor

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

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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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



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.

[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 Classification pursuant to Cook County classification ordinance

Will the board of review hear the 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.

[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.

[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.

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

DocuSign Envelope ID: D41D0CDF-BACF-44C9-858C-1B80BE77CA34

Board of Review – Notes on Appeal – Residential

DEMONSTRATION DOCUMENT ONLY
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www.docusign.com

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:

Sign

Signature of Board of Review Member, Commissioner, or designee

Please return this form and evidence requested to:


Download

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

Completing the Notes on Appeal – Page 1 (Continued)

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www.docusign.com • Washington 98104 • (206) 219-0200

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 _____



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

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
19 rules of the rules of the Property Tax Appeal Board

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)

START

DocuSign Envelope ID: D41D0CDF-BACF-44C9-858C-1B80E77CA34

Board of Review – Notes on Appeal – Residential

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www.docusign.com • Washington 98104 • (206) 219-0200

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 _____

Warning: Do NOT attach certificates. Certificates still need to be mailed to PTAB's office in Springfield.

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

PTAB-6R (R-8/23) IL-492-3399 Page 1 of 3

Completing the Notes on Appeal – Page 1 (Continued)

START

Board of Review – Notes on Appeal

Residential

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 File # Washington 98104 • (206) 219-0200
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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.

☐ 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:



Optional

Printed by Authority of the State of Illinois. This form is promulgated by the rules 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)

STAT
PROP
ROOM
401 S
SPRIN

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

DocuSign Envelope ID: D41D0CDF-BACF-44C9-858C-1B80BE77CA34

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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

Notes on Appeal Residential Grid.pdf

1 of 2

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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

**Warning: Do NOT attach certificates.
Certificates still need to be mailed to
PTAB's office in Springfield.**

User Note:

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


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

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Evidence Transmittal Form

State of Illinois – Property Tax Appeal Board (PTAB)

START



Docket No: 2023-20930

Assessment: Salata

Parcel(s): 16-30-225-023-0000 ☐ Multi-Parcel Appeal

Cook

County

Assessment Date:


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)

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.

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Frankfort

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South Barrington

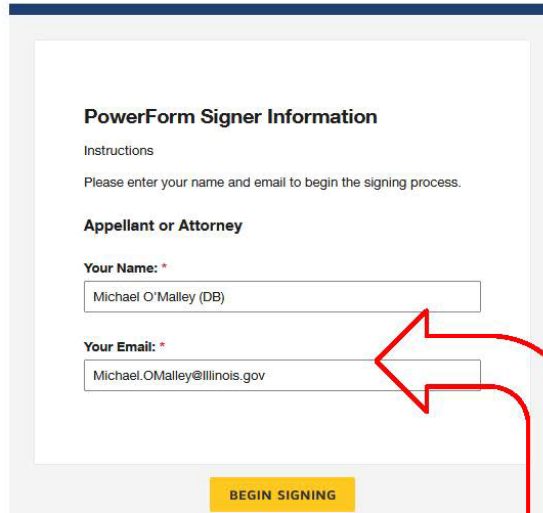
Dana D. Kinion
Springfield

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.



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.

The screenshot shows a web form titled "Adopt Your Signature". At the top, it says "Confirm your name, initials, and signature." Below this, there are two fields: "Full Name*" and "Initials*". The "Full Name*" field contains "Michael O'Malley (DB)" and the "Initials*" field contains "DB". Below these fields are three tabs: "SELECT STYLE", "DRAW", and "UPLOAD". The "SELECT STYLE" tab is active, showing a preview of the signature. The preview shows a signature that reads "Michael O'Malley (DB)" and a set of initials "DB". Below the preview, there is a section titled "Section III - Description of Property" with various fields for property details, including lot size, street frontage, age of house, house square footage, outside dimensions, construction, design, foundation, garage, number of bathrooms, number of fireplaces, central air, and other improvements. Below this section is "Section IV - Recent Sale Data" with fields for date and price of the most recent sale.

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.

This is an annotated version of the "Adopt Your Signature" form. A green circle highlights the "Full Name*" field, which contains "Michael O'Malley (DB)". A red circle highlights the "Initials*" field, which contains "DB". A green arrow points from the "(DB)" part of the full name to the signature preview, which also shows "Michael O'Malley (DB)". A red arrow points from the "DB" in the initials field to the initials "DB" in the signature preview. The rest of the form is the same as the previous screenshot.

(Continue to the Next Page)

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

The screenshot shows a web form titled "Adopt Your Signature". At the top, it says "Confirm your name, initials, and signature." followed by "* Required". There are two input fields: "Full Name" containing "Michael O'Malley" and "Initials*" containing "MO". Both fields are circled. Below the fields are three tabs: "SELECT STYLE" (active), "DRAW", and "UPLOAD". A green arrow points from the "Full Name" field to the signature preview, and a red arrow points from the "Initials" field to the initials preview. The "PREVIEW" section shows a signature "Michael O'Malley" and initials "MO". Below the preview is a disclaimer: "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." At the bottom are two buttons: "ADOPT AND SIGN" (highlighted in yellow) and "CANCEL". A purple arrow points to the "ADOPT AND SIGN" button.

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

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



State of Illinois
PROPERTY TAX APPEAL BOARD

KEVIN L. FREEMAN
Chairman

MICHAEL L. O'MALLEY
Executive Director & General Counsel

**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 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:

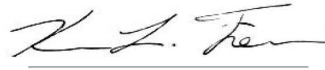
The PTAB has rolled out an e-filing portal. PTAB created this portal to meet the following goals:

- 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