

RESIDENTIAL APPEAL

State of Illinois – Property Tax Appeal Board (PTAB)

Assessment Year 2018 (Complete)See page 4 for instructions; also, information on how to complete this form can be found at www.ptab.illinois.gov**Assessment Year appeals BEFORE 2016:** submit 3 copies of completed form; 2 copies of board of review final decision OR 2 copies of a favorable prior PTAB decision; and 2 copies of all evidence. For assessment changes of \$100,000 or more, submit all evidence in triplicate.**Assessment Year appeals for 2016 and AFTER:** submit 1 copy EACH of completed form; board of review final decision OR a favorable prior PTAB decision; and all evidence. If the total documentation is 500 pages or more, you must submit three collated sets of the documents.

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 Doe
First Name Jane
Address Line 1 123 Main Street
Address Line 2 _____
City Marion
State IL ZIP 61234
Telephone 316-123-4567
Email Address jane.doe@owner.com

Information on Attorney for Appellant

Last Name Smith
First Name John
Firm Name Smith and Jones, P.C.
Address Line 1 234 North Park Street
Address Line 2 Suite 152
City Elgin
State IL ZIP 61812
Telephone 345-567-7899
Email Address john.smith@firm.com**1a** Petition is hereby made to appeal for property located in Williamson County from: a) The final, written decision of the County Board of Review dated 3/14/2018 or transmittal date of _____ (Cook County only).**OR** b) The favorable decision of the Property Tax Appeal Board (PTAB) dated _____.**1b** Is this an owner-occupied residence? Yes No**2a** Parcel Number 01-23-031-003 Township East Marion
Address of property 123 Main Street, Marion, IL**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:
(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 Assessment: Land 4,489 Impr./Building 34,592 Total 39,081**2.** Appellant Assessment Request: Land 4,489 Impr./Building 23,160 Total 27,649

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
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-
- 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.**2e** Date _____ Signature _____

NOTE: IF AN APPRAISAL IS SUBMITTED SECTIONS III THROUGH VII DO NOT NEED TO BE COMPLETED.

Section III – Description of Property

Lot size (sq. ft. or acres) 7,813 sq. ft. Lot dimensions _____ Street frontage in feet _____

Age of house/Yr. constructed 14/2005 House square footage 2,316
(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 640 sq. ft.

No. of Bathrooms 2.5 **No. of Fireplaces** 1 **Central air** Yes No

Other improvements/structures patio/shed

What was the date and price of the most recent sale of the property? Date: 2016 Price: 83,000

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) \$ 83,000 Date of sale 02/18/2016

Name of seller: James and Mary Smith

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

Sold by: Owner Realtor Auction Other _____

Name of realty firm: Alltec Agent: Mark Jones

Was the property advertised for sale? Yes No How long a period? 7 months

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 \$ 5,000 Date occupied: 03/01/2016

Section V – Comparable Sales/Assessment Grid Analysis

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

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

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

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

	Subject (your house)	Comp #1	Comp #2	Comp #3	Comp #4
Property Index Number (P.I.N.)	01-23-031-003	01-23-032-007	01-23-045-025	01-24-123-456	01-25-147-565
Address	123 Main Street	1910 Haver Drive	1244 Market	881 Maryanne	221 Lynch
Neighborhood Code	9876	9876	9876	9876	9876
Proximity to subject		2 blocks	0.5 mile	over 3 miles	within 1/2 mile
Total Land Sq. Ft.	7,813	6,700	7,100	10,000	8,300
Design/Number of stories/Class	1.5	1.5	1.5	1.5	1
Exterior Construction	brick/frame	brick	brick/frame	brick/frame	frame
Number of Dwelling Units in Building	1	1	1	1	1
Age of property	14	13	10	14	9
Number of bathrooms	2.5	2	3	2.5	3
Living area (square feet)	2,316	2,800	2,156	3,225	2,176
Basement area-- Sq. Ft. (full/part)	1,800	none	2,156	3,225	none
Finished basement area -- Sq. Ft.	0	-	2,156	none	-
Air conditioning (Yes or No)	yes	no	yes	yes	no
Number of Fireplaces	1	1	2	0	1
Garage or car port (square feet)	640	400	0	380	0
Other structures or improvements	patio/shed	shed	deck	-	-
Date of sale	2/2016	4/2016	3/2015	8/2015	
Sale price	83,000	132,000	98,500	120,000	
Sale price per square foot (Sale price / bldg. size)	35.84	47.14	45.69	37.21	
Land assessment	4,489	5,163	6,123	4,450	4,100
Improvement assessment	34,592	27,500	29,100	33,750	27,123
Total assessment	39,081	32,663	35,223	38,200	31,223
Improvement assessment per sq. ft. (Impr. Assmt. / Living Area (Sq. Ft.))	14.94	9.82	13.50	10.47	12.46

Section VI – Recent Construction Information on Your Residence

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

The residence was constructed, or remodeled, an addition added, or other building erected on 3/16/2016.

Date Land Purchased 2/1/2015

Total cost of the Land \$45,000 Building(s) \$64,000

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

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

Date the occupancy permit was issued. (Submit copy(s) as directed.): 04/02/2016

Date the building was inhabitable and fit for occupancy or intended use: 04/02/2016

Date the remodeling was completed: 03/19/2016

Date the addition or other building(s) was completed: 03/16/2016

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

If yes, what was the estimated value of the service? \$10,500

Was any non-compensated labor performed? Yes No

If yes, please describe and provide estimated value of labor Trim work, painting and landscaping - local labor rates estimates attached.

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

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

If it aids in explaining the appeal, you may submit a page or pages with a photograph of the subject property and comparable properties.

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

Mail or hand deliver completed appeal to:

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

ONLY for hand-delivery of completed appeal:

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