

Board of Review – Notes on Appeal

THIS FORM MUST BE COMPLETED AND FILED with the Property Tax Appeal Board within 90 days of the postmark date of the notice notifying the board of review of the appeal. This form and evidence must be submitted in **duplicate** where a change in assessed valuation of less than \$100,000 is sought and in **triplicate** where a change in assessed valuation of \$100,000 or more is sought. Any additional evidence must be accompanied with a copy of this form. If the board of review is unable to submit the additional written information 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. Hearing requested? yes no

_____ County Property Tax Appeal Board Docket No. _____

Appellant _____ Parcel Address _____

Property ID No. (P.I.N.) _____ Township _____

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 _____

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 and equalized assessment: Factor _____ Land _____ Impr. _____ Total _____

If Farm, show the breakdown. Farmland _____ Homesite _____ House _____ Outbuildings _____

Date: _____ Signed: _____
Signature of Board of Review Member, Commissioner, or designee

Please return this form and the items requested to:

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

Comparable Sales/Assessment Equity Grid Analysis

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

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

Evidence of assessments of properties similar to the subject property, including the final assessment of each property, the property record card for each property, or a description of each property demonstrating its comparability to the subject property should also be submitted. (Note: The assessment comparables should be similar to the subject property in size, design, age, amenities, and location.) **Provide at least three comparables.**

	Subject Property	Comp #1	Comp #2	Comp #3	Comp #4
Property Index Number (P.I.N.)					
Address					
Proximity to subject					
Location (subdivision)					
Lot size					
Design/Number of stories					
Exterior construction					
Age of property					
Condition					
Number of bathrooms					
Number of bedrooms					
Total room count					
Size – Square Feet					
Basement area (square feet)					
Finished basement area (sq.ft.)					
Air conditioning					
Heating					
Fireplace					
Garage or car port (square feet)					
Other improvements					
Date of sale					
Sale price					
Sale price per square foot					
Land assessment					
Improvement assessment					
Total assessment					
Assessment per sq. ft. = (Impr. assessment / Impr. sq. ft.)					