

# RESIDENTIAL APPEAL

## State of Illinois – Property Tax Appeal Board (PTAB)

Assessment Year 20\_\_\_\_ (Complete)

See page 4 for instructions; also, information on how to complete this form can be found at [www.ptab.illinois.gov](http://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 \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Address Line 1 \_\_\_\_\_  
 Address Line 2 \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email Address \_\_\_\_\_

#### Information on Attorney for Appellant

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

**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 \_\_\_\_\_.

**1b** Is this an owner-occupied residence?  Yes  No

**2a** Parcel Number \_\_\_\_\_ Township \_\_\_\_\_  
 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:

(Use the "Addendum to Petition" form for multiple parcels found at [www.ptab.illinois.gov](http://www.ptab.illinois.gov) along with *special instructions if 50 parcels or more.*)

1. Board of Review 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):

- |   |   |
|---|---|
| <input type="checkbox"/> Recent sale – complete Section IV      | <input type="checkbox"/> Assessment equity – complete Section V                       |
| <input type="checkbox"/> Comparable sales – complete Section V  | <input type="checkbox"/> Recent construction – complete Section VI                    |
| <input type="checkbox"/> Contention of law – submit legal brief | <input type="checkbox"/> Recent appraisal (enclose 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) \_\_\_\_\_ 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 realty 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: \_\_\_\_\_

## 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.)					
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)					
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					
Improvement assessment per sq. ft. (Impr. Assmt. / Living Area (Sq. Ft.))					

## Section VI – Recent Construction Information on Your Residence

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

Date Land Purchased \_\_\_\_\_

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

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

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

Date the occupancy permit was issued. (Submit copy(s) as directed.): \_\_\_\_\_

Date the building was inhabitable and fit for occupancy or intended use: \_\_\_\_\_

Date the remodeling was completed: \_\_\_\_\_

Date the addition or other building(s) was completed: \_\_\_\_\_

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

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

Was any non-compensated labor performed?  Yes  No

If yes, please describe and provide estimated value of labor \_\_\_\_\_

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

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

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**