

Step 1: Complete the following information

1 Property owner's name, Address, City, State, ZIP

3 County docket number:

4 a PIN

b Legal description (only if PIN is unavailable):

Send notice to (if different than above):

2 Name, Address, City, State, ZIP

5 Assessment year:

6 Check who issued this certificate: Board of review, Chief county assessment officer (CCAO)

7 Date certificate was issued: Month / Day / Year

Step 2: Identify the nature of error

8 Incorrect computations, 9 Duplicate assessment, 10 Improvements damaged or destroyed, 11 Incorrect description of property assessed, 12 Mobile home incorrect square footage or tax rate

13 Homestead exemption: Type(s), Effective date: Month / Day / Year, 14 SCAFHE base amount, 15 Non-homestead exemption Docket number, 16 Other:

Step 3: Check the type of property and write the values

17 Non-farm land/lot or farm homesite, 18 Non-farm buildings and structures, 19 Farmland, 20 Farm buildings, 21 Total Subject to equalization by state and subtraction of homestead exemptions, 22 Taxable value

Table with 2 columns: Current assessed value (1), Proposed corrected assessed value (2). Rows 17-22.

Step 4: Sign below

This certificate of error is issued by the board of review or the CCAO due to an error or mistake made in the assessment of this property for the assessment year listed above.

CCAO's signature, Month / Day / Year

Board of review member's signature, Month / Day / Year

Certificates issued by the board of review must be approved by the CCAO.

Board of review member's signature, Month / Day / Year

Certificates issued by the CCAO must be approved by a majority of the board of review.

Board of review member's signature, Month / Day / Year

For use by county clerk and county collector

Mobile home: Current, Correction, Square footage, Tax rate, Homestead amt., Total EAV, Aggregate rate, Total tax paid, Total taxes due, Total refund due, Interest rate, Total refund paid

County clerk's signature, Month / Day / Year

Refund issued: Month / Day / Year

County collector's signature, Month / Day / Year

Distribute copies of this certificate to the board of review, county clerk, county collector, and the property owner.

