

Residential Appeals - FAQs

Before you file an appeal – do this:

Talk to your local Township Assessor. If there is something that can be corrected on your assessed value, your Township Assessor would be the person who could immediately correct this information without filing an appeal. Be patient, the Assessors are very busy at this time of year, and some Assessors may even speak to you over the phone without making you make an appointment. If you don't know who your local Township Assessor is, you can find this information on our website at www.willcountysoa.com and go to the Assessor Information link.

Now, if you and your Assessor cannot reach an agreement, follow these FAQs.

First off, don't be frustrated. Filling out an appeal form isn't hard, but it does take some effort on your part. Just follow these instructions.



Lets get started.

Filling out the appeal form:

**WILL COUNTY BOARD OF REVIEW
RESIDENTIAL APPEAL FORM**

Docket# _____

ATTACH ALL SUPPORTING DOCUMENTATION WITH PAPER/BINDER CLIPS

Real Property Assessment Appeal for the year _____

IF AN APPEAL HAS BEEN FILED WITH THE PROPERTY TAX APPEAL BOARD FOR THE PRIOR YEAR, PLEASE INDICATE THE DOCKET NUMBER ASSIGNED TO THE APPEAL: _____

SECTION I (This section must be completed by all appellants)

<p>Complainant* _____ _____</p> <p>Street _____ _____</p> <p>City _____ Zip Code _____</p> <p>Telephone _____ _____</p> <p>Email Address _____</p>	<p>Remember to provide a phone number where you can be reached this is very important in case we need to contact you quickly.</p> <p>Street _____ _____</p> <p>City _____ Zip Code _____</p> <p>Telephone _____ _____</p> <p>Email Address _____</p>
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Petition is hereby made to appeal from the assessment of the _____ Town _____
the property described below. Notice of such assessment was postmarked on _____

Property Identification No. (P.I.N.): _____ Township: _____

County Parcel Identification No. is your PIN. You must not forget this number.

Page 1 - Section I must be completely filled out with correct and current information.

You must remember to provide a phone number where you can be reached this is very important in case we need to contact you quickly.

County Parcel Identification No. is your PIN. You can find this PIN above your name on your tax bill. It is the 16 digit number that looks like: 01-01-01-100-001-0000. If you don't know your PIN, you can find it on our website, www.willcountysoa.com going through the property search page. Read the search instructions carefully if your address isn't finding a record.

Disclosure:

If your property is in a Real Estate trust – please insure that you also fill out the Board of Review Appeal Disclosure Form. Failure to submit this form can result in the non-acceptance of your appeal.

BOARD OF REVIEW APPEAL DISCLOSURE FORM

Pursuant to Illinois Compiled Statutes (765 ILS-405/1 & 2). This disclosure form is to verify that I am the sole beneficiary or one of the beneficiaries of the below listed parcel number(s) which is declared under a real estate trust agreement.

Under penalties of perjury, I state that, to the best of my knowledge, the information completed in this trust disclosure form is true, correct, and complete.

Parcel # (P.I.N.): _____

Owner Name: _____ Telephone Number: _____

Owner Address: _____

Trust Name or Bank Trust Name: _____

Trust Number: _____

Trust Address or Bank Address: _____

Bank Telephone Number: _____

Make sure you sign and date the disclosure. *If it's not signed and dated, it's not a valid appeal.*

Signature of Beneficiary: _____ Date: _____

Administrative Clerk Signature: _____ Date: _____

The assessment placed on the real property for said tax year is as follows:

By the Assessor - This is your 2016 assessed value – if you do not have this value, you may find it on our website through the PIN or address search function at www.willcountysoa.com

Your Claim - This is what you think your value should be. Make sure your evidence supports your claim.

1. By the Assessor:	LAND _____	IMPR. _____	FL _____	FB _____	TOTAL _____	INSTANT _____
2. Your Claim:	LAND _____	IMPR. _____	FL _____	FB _____	TOTAL _____	INSTANT _____

This appeal is based on: You are required to check one of these. This is determined by the type of evidence you are submitting:

This appeal is based on: (You must check one or more)
 _____Recent Sale _____Comparable Sales _____Assessment Equity _____Recent Construction

Here's how you tell what type of appeal you are filing:

Recent Sale – You check this option if you are using *your* recent closing documentation, and/or you are using *your* Illinois Transfer Declaration (PTAX-203 Form) for your home, and a copy of your property record card from your Assessor.

Comparable Sales – You check this option if you are using comparable and recent sales of homes of like or similar style and size to your home in your area. You must include copies of property record cards

from your local Township Assessor, and a copy of the Illinois State Transfer Declaration (PTAX-203 Forms) of those sales, which can be obtained through www.willcountyrecorder.com or coming into our office.

Assessment Equity – You check this option if you are utilizing comparable homes in your immediate area that are assessed less than your home. These homes should also be of like or similar style and size to your home. You will need copies of property record cards from your local Township Assessor and pictures of the comparables.

By Submission of this Appeal, per Sec 13A & B of Board of Review Rules and Procedures (page 10), I agree to one of the following:

A.) The appellant will be able to retrieve the Township Assessor and/or Taxing Body submitted evidence no less than five (5) business days prior to the hearing with the User ID and Password that was provided at the time of electronic submission.

B.) If the appellant submits the appeal in person or via the U.S. mail, the hearing notice will include a User ID and Password with information on how to retrieve the evidence submitted by the Township Assessor and/or Taxing Body utilizing the portal. The evidence will be available no less than five (5) business days prior to hearing.

Appeal Portal access - BORAPPEALS.WILLCOUNTYSOA.COM

By checking the box, I acknowledge and understand this is the procedure to retrieve the Township Assessor and/or Taxing Body evidence for my appeal.

Signature of Complainant or Attorney

Date

Make sure you sign and date your appeal. This is the single most important thing to remember, and the most forgotten step. ***If it's not signed and dated, it's not a valid appeal.***

Page 2 Instructions

Section II

If you purchased your house **within 6 months** of the assessment year (2016), please fill in this section.

The answers to this section can be found on your closing paperwork. If your purchase wasn't within this time frame, you **don't** need to fill this section in.

SECTION II Complete this section if your residence was (recently purchased if the transaction occurred within 6 months of the assessment year).

READ CAREFULLY- ANSWER ALL QUESTIONS

Full consideration (Sale Price) \$ _____ Date of Sale _____

From who purchased _____ Owner occupied Yes No

Is the sale of this single-family residence a transfer between family or related corporation? Yes No

Sold by owner, realtor, or at auction? _____ Was a commission paid? Yes No

Name of realtor firm _____ Agent _____

Was this property advertised for sale? _____ How long a period? _____

If so, in what manner? Local Newspaper Multiple Listing Other, please specify _____

Was this property sold in settlement of: Installment Contract Contract or Deed Foreclosure?

Was the seller's mortgage assumed? Yes No If yes, specify amount? \$ _____

Amount spent on renovating before occupying \$ _____ Date occupied _____

For upcoming year valuation, estimated market value of property after renovation? \$ _____

AFFIDAVIT OF HEARING WAIVER

AFFIDAVIT OF HEARING WAIVER

(TO BE USED ONLY IF YOU WANT THE BOARD OF REVIEW TO RENDER A DECISION BASED ON THE DOCUMENTS YOU SUBMITTED AND YOU DO NOT WANT TO APPEAR AT A HEARING.)

—OATH—

I am the owner of the above residential property and wish that the Will County Board of Review accept my complaint, which has been filed and render a decision based on the evidence submitted with my complaint. I also understand that the Board of Review will seek additional evidence from the Township Assessor, Supervisor of Assessments, or from other sources to be considered along with my complaint.

In addition, I acknowledge that no further appeal will be considered by the Board of Review once a notice is sent, but that I may appeal to the State Property Tax Appeal Board within thirty (30) days after the date and/or postmark of written notice of our decision.

Under penalty of perjury, I do solemnly swear that the statements made and the facts set forth in this affidavit and appeal are true and correct, as I verily believe; and if the Board of review accepts my evidence as the basis for the assessment, I hereby waive my request for a hearing.

ALL EVIDENCE MUST BE SUBMITTED WITH THIS COMPLAINT AND WAIVER. NO ADDITIONAL EVIDENCE WILL BE ACCEPTED AFTER THE FILING DEADLINE OF THIS COMPLAINT.

Signature of Complainant/Attorney

Date

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You only sign this if you **do not** want a hearing or cannot appear at a hearing. By signing it, you "waive" your desire for a hearing.

Page 3-Section III – The Grid

The grid should be filled out to the best of your ability. It is to your advantage to provide as much information as you can to assist the hearing officer to reach a fair and equitable assessment decision.

A majority of the information needed to fill the grid out can be found on the property record cards you obtained from your township assessor. You can use our website as a tool for research; however, you

cannot submit the information from our website as your evidence.

The reason for that is, the Property Record Cards in your local Township Assessor’s office are the official records, and contain the most recent/accurate information available on properties.

Locate the sales listings on our site, contact your local Township Assessor for copies of the Property Record Cards for those homes, visit the Recorder of Deed’s website or our office for the PTAX-203 forms (if you plan to use them), assemble your pictures, appropriately labeling them to the corresponding comparable.

SECTION III – This form may be copied if additional comparables are used. (An appraisal can be substituted for completion of this section.)

INSTRUCTIONS ON PAGE 6

	Subject (your house)	Comp #1	Comp #2	Comp #3	Comp #4
Property Index Number (P.I.N.)					
Address			Comp #2_Property Index Number (P.I.N.)		
Neighborhood Code					
Proximity to subject					
Total Land Sq. Ft.					
Design/Number of stories/Class					

What kind of evidence do I need?

The Board of Review looks for a minimum of 3 comparables. “Comparables” are homes that are like your home. For example: if you have a 2 story house, make sure you use other 2 story homes. Try to use a minimum of 3, but you may use as many as you want.

The comparables must be in your subdivision and township, as close to your home as possible.

Obtain the property record cards for your home and the comparables at your local Township Assessor’s office. While there, you should talk to your Township Assessor about your current assessed value.

When using homes that have sold in your neighborhood - the sales had to occur in the prior three years of the current year.

Well, what does **that** mean? It means the assessment you are appealing is your 2016 assessment. That 2016 assessment is based on 2013, 2014, and 2015 sales. So, you must use sales in your appeal from 2013, 2014 and 2015. A 2016 sale would only be considered if it is for the subject property, meaning you recently purchased your home and are appealing that assessment.

Copies of the Illinois State Transfer Declaration (PTAX 203 Form) of your sales comps can be obtained through www.willcountyrecorder.com or by coming into our office.

What kind of pictures do I need?

Take pictures of the front and back of your home. You only need the front of your comparables. The pictures must be dated from your camera, or a sales slip showing you had the pictures developed this year. The Board needs to know that the pictures you took are recent.

You must also identify what comparable goes with what picture. Write the PIN or “Comp 1” on the back of the picture so the Board can tell which picture goes with which comp on your grid.

Section IV – If you recently constructed your home

Did you build your own house? Did you act as your own general contractor? You need to bring in those documents to establish this fact. For instance, the bills for the lumber, materials, bills from electricians, plumbers, bills for concrete work, etc. If you didn’t build your own home, you don’t need to fill out this Section.

Completed!

At this point, you’re appeal should be complete. You should be finished filling out your appeal. Now, **you must submit the original appeal form**– and this includes all the pictures and evidence. **Do not forget to make a personal copy for yourself because the original is used by the board.** Please do not use staples, use binder or paper clips to keep your appeal together. The board does not provide any copies of evidence to the taxpayer at the time of hearing, so it is advised that you keep a copy for your records.

****Last check:**

Did you sign and date your appeal?



*****Make sure your appeal is post marked by September 6, 2016.***



Your appeal is ready to be filed.

There are now three ways to submit your appeal. 1: Submit your appeal in person at the Will County Supervisor of Assessments Office at 302 North Chicago St. Joliet IL 60432 2nd floor; 2: Send your appeal via U.S. Mail; 3: Use the Will County Board of Review electronic submission portal to submit your appeal electronically. Go to **borappeals.willcountysoa.com** to submit your appeal electronically. ***PLEASE NOTE: An incomplete electronic submission will result in the non-acceptance of your appeal.***

If you have any further questions, please don't hesitate to contact our office at (815)740-4648 and we will do our best to assist you.