

Step 1: Complete the following information

Please type or print

1 Name of veterans organization
Street address of veterans organization's property
Mailing address, if different than above
City State ZIP
Name of contact person Phone

2 Write the property index number (PIN) of the property for which you are requesting this assessment freeze. Your PIN is listed on your property tax bill or you may obtain it from the CCAO.
a PIN
b Write the legal description only if you are unable to obtain your PIN.

3 Write the assessment year for which you are applying.
4 Is this the first time you are applying for this assessment freeze?
5 Are you renewing this assessment freeze and have no changes to report for this assessment year?
6 Are you renewing this assessment freeze and have changes to report for this assessment year?

Step 2: Complete this affidavit

7 Did your organization own or have a legal or equitable ownership interest in the property on January 1 of this assessment year?
If yes, check and complete the appropriate line below.
a Deed or contract for deed executed
b Other (specify)

8 Is your organization liable for the property taxes on the property for this assessment year?
9 Is the principal post, camp, or chapter located on this property?
10 Does your organization lease any of the property to another person or entity not qualified to receive this assessment freeze?
If yes, you must attach a copy of the lease.

11 Write the dimensions or acreage of the property.
12 Describe your organization's activities that take place on this property.
13 Write for each building on the property, the square feet of ground area (SFGA), number of stories, and if there is a basement.

Under penalties of perjury, I state that, to the best of my knowledge, the information contained in this application and affidavit is true, correct, and complete.

Signature of chief presiding officer Date

Subscribed and sworn to before me this day of , 20.

# Form PTAX-763 Instructions

## What is the Veterans Organization Assessment Freeze?

The veterans organization assessment freeze (35 ILCS 200/10-300) allows qualified veterans organizations (chartered under federal law) to elect to freeze the assessed value (AV) of the real property it owns and on which is located the principal building for the post, camp, or chapter. The AV is frozen by the chief county assessment officer (CCAO) at 15 percent of the 1999 AV for the property that qualified in tax year 2000, OR 15 percent of the AV for the property for the tax year that the property first qualifies after tax year 2000.

Any improvements or additions that are made to the property that increase the AV of the property also are frozen at 15 percent of the AV of the improvement or addition in the year first assessed.

## Who qualifies for the assessment freeze?

To qualify, a veterans organization must be chartered under federal law and own and use the real property on which is located the principal building for the post, camp, or chapter.

## How do I apply for the assessment freeze for the first time?

The veterans organization's chief presiding officer should complete and sign this Form PTAX-763, to apply for the assessment freeze. You must have the form notarized and attach supporting documentation. See "What do I need to attach to Form PTAX-763?".

## How do I renew the assessment freeze?

If you are renewing this assessment freeze and **have no changes** to report for this assessment year, the chief presiding officer only needs to complete Step 1, sign the form, and have it notarized before filing it with the CCAO.

If you are renewing this assessment freeze and **have changes** to report for this assessment year, you must complete Step 1, any lines in Step 2 that have changed, sign the form, and have it notarized before filing with the CCAO. In addition, you must attach documentation explaining the change. Some examples of changes you should report include

- additions or improvements
- change in name of veterans organization
- conveyance of property
- destruction or removal of improvements
- leasing of property

## What do I need to attach to Form PTAX-763?

You **must attach copies** of the following to your Form PTAX-763:

- Your organization's congressional charter;
- Your organization's articles of incorporation; and
- Proof of ownership or other legal or equitable interest in the property, such as a deed, contract for deed, or trust document.

## When should I file Form PTAX-763?

**For all counties but Cook County:** You must file this Form PTAX-763, with your CCAO by December 31 of the assessment year for which you are applying.

**For Cook County:** You must file this Form PTAX-763, with the Cook County Assessor by January 31 of the assessment year for which you are applying.

## What if I need additional assistance?

If you need additional assistance, please contact your CCAO, whose address and phone number are below.

## Where do I mail my completed Form PTAX-763?

Mail your completed Form PTAX-763 to:

\_\_\_\_\_ County CCAO

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
City IL \_\_\_\_\_  
ZIP

**If you have any questions, please call:**

(\_\_\_\_\_) \_\_\_\_\_