

COMMERCIAL APPEAL

State of Illinois - Property Tax Appeal Board

Room 402 Stratton Office Building
401 South Spring Street
Springfield, IL 62706-4001
(217) 782-6076
TDD (217) 785-4427

Suburban North Regional Office Facility
9511 West Harrison Street, Suite 171
Des Plaines, IL 60016-1563
(847) 294-4360
TDD (847) 294-4371

Failure to properly complete this form and provide the necessary documentation shall result in dismissal of your appeal.

For Assessment Year 20_____

Are you appealing off a recently issued township equalization factor? (Multiplier) yes no (Not applicable to Cook County.)

If an appeal was filed with the Property Tax Appeal Board on this Tax Parcel for the prior year, please indicate the Property Tax Appeal Board docket number assigned to that appeal: _____

Section I

This form must be completed and filed within 30 days of the postmark on the decision you received from the Board of Review. Any additional written evidence must be submitted with this PTAB form. If you are unable to submit the additional written information with this form, a letter requesting an extension of time for filing the additional evidence must be submitted with this form. Without a written request for an extension, no evidence will be accepted after the 30 days. The Property Tax Appeal Board will grant only reasonable requests up to 90 days. **Faxed copies of this form will not be accepted.**

WHERE TO FILE THIS APPEAL:

If your property is located OUTSIDE of Cook County, file your appeal and all related documentation with the SPRINGFIELD office. If your property is located IN Cook County, file your appeal and all related documentation with the DES PLAINES office. The addresses are listed above. Without prior Property Tax Appeal Board approval, a separate appeal must be filed on each individual Property Identification Number (P.I.N.), or a breakdown may be submitted (see 2c below).

This form must be submitted in triplicate.

Evidence must be submitted in duplicate where a change in assessed valuation of less than \$100,000 is sought.

Evidence must be submitted in triplicate where a change in assessed valuation of \$100,000 or more is sought.

Section II

Appellant _____ Attorney for Appellant _____

Street _____ Street _____

City _____ City _____

State, Zip _____ State, Zip _____

Telephone _____ Telephone _____

Petition is hereby made to appeal from the final, written decision of the _____ County Board of Review relating to the property described below. Notice of such decision was postmarked on _____

Submit 2 copies of the Notice of Final Decision on Assessed Value by the Board of Review.

2a Property ID No. (P.I.N.) _____ Township _____

Address of Property _____

(Cook County) Property Class No. _____ Volume No. _____

2b If the appellant is **not** the owner, give name and address of the property owner: Owner _____

Address _____
street city state ZIP code

2c The assessments of the property for the year as made by the: (1 P.I.N. only) A separate page may be attached for multiple parcels.

1. Assessor Land _____ Impr. _____ Total _____

2. Board of Review Land _____ Impr. _____ Total _____

3. Appellant's claim Land _____ Impr. _____ Total _____

NOTE: Lines 1 through 3 **must** be completed. This information is available from the Supervisor of Assessments, County Assessor or the Board of Review offices.

May the Property Tax Appeal Board decide the appeal based on the evidence submitted by the parties without an oral hearing?

_____ Yes _____ No, I request an oral hearing.

2d Date _____ Signature _____
Attorney or Appellant only

2e This appeal is based on: (You must check one or more boxes)

- Recent Sale - Complete Section IV
- Assessment equity - Complete Section V
- Comparable Sales - Complete Section V
- Recent Construction - Complete Section VI
- Contention of Law - Submit Legal Brief
- Recent Appraisal

NOTE: IF AN APPRAISAL IS SUBMITTED SECTIONS III THROUGH VII DO NOT NEED TO BE COMPLETED.

Section III - Description of Property

Land Size (indicate square feet or acres): _____

Number of Buildings: _____ Building Size (square feet): _____

Number of Floors: _____ Square Footage per Floor: _____

Construction: Frame Brick Steel Other: _____

Basement: yes no Basement Use: _____

Other Improvements: _____

List the use of the building and the square footage attributable to that use:

Office Space: yes no Square Footage: _____

Warehouse: yes no Square Footage: _____

Apartments: yes no Number of Apartments: _____

Retail: yes no Square Footage: _____

Other: _____ Square Footage: _____

If there is more than one building on this parcel, provide the following information:

Building #1 Age _____ Size _____ Use _____

Building #2 Age _____ Size _____ Use _____

Building #3 Age _____ Size _____ Use _____

Section IV - Recent Sale Data

Generally, the price of a recently sold property is considered the best evidence of value. The more proximate in time the sale occurs to the assessment date of your appeal, the more relevant the evidence becomes in establishing the market value of the property. You must submit a valid settlement statement, sales contract and Real Estate Transfer Declaration for recent sale consideration.

Read Carefully and Answer All of the Questions

Full consideration (sale price): _____ Date of sale: _____

From whom purchased: _____

Is the sale of this property a transfer between related parties or related corporations? yes no

Sold by: Owner Realtor Auction Other: _____

Name of Realtor firm: _____ Agent: _____

Was this property advertised for sale? yes no How long of a period? _____

If so, in what manner? local paper multiple listing other: _____

Was the property sold in settlement of: an installment contract a contract for deed a foreclosure ?

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

If renovated, amount spent before occupying \$ _____ Date occupied: _____

Section V - Comparable Sales/Assessment Equity Grid Sheet

An appraisal which establishes the market value of the subject property under appeal as of the assessment date may also be submitted in place of completion of this section. **If a hearing is held for this appeal, 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 property comparable to the subject property, including the dates of sale, the prices paid, and a property record card (printout sheet in Cook County), or description of each sale showing how it compares to the subject property may also be submitted.

Evidence of assessments of property similar to the subject property, including the current assessment of each property, the property record card (printout sheet in Cook County) for each comparable property, or description of each property demonstrating its comparability to the subject property may also be submitted.

NOTE: Provide at least **three** comparables. All comparables should be similar to the subject in size, design, age, amenities and location. Photographs of the comparables should be submitted.

	Subject	Comp #1	Comp #2	Comp #3
Property Index No.				
Address				
Proximity to Subject				
(Cook County) Assessment Class				
(Cook County) Volume				
Total Land Sq. Ft.				
Total Building Sq. Ft.				
Age of Building(s)				
Land-to-Building Ratio				
Number of Buildings				
Number of Stories				
Number of Apartments				
Apartment Mix				
Exterior Construction				
Sprinkler System				
Office Space Sq. Ft.				
Warehouse Sq. Ft.				
Date of Sale				
Sales Price				
Sales Price / Sq. Ft. (Sales Price ÷ Impr. Sq. Ft.)				
Land Assessment				
Impr. Assessment				
Total Assessment				
Impr. Assmt per Sq. Ft. (Impr. Assmt. ÷ Impr. Sq. Ft.)				

Section VI - Recent Construction Information

Submit evidence of recent construction of the subject property including the price paid for the land, construction costs of the building(s), and include all labor costs. Include the complete and final statement from the general contractor. NOTE: If the appellant provided any labor or acted as the general contractor, evidence of the value of this service should be included with the evidence of the other construction costs.

The building was constructed, or remodeled, an addition added, or other building erected on _____
Date

Date Land Purchased _____

Total Cost: Land \$ _____ Improvement(s) \$ _____

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

Date the occupancy permit was issued. (Submit 2 copies.) _____

Date the building was inhabitable and fit for occupancy or intended use _____

Date the remodeling was completed _____

Date the addition or other building was completed _____

Did the owner, or a member of the 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 an estimated value of the 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 Photographs of the Subject Property and Comparable Properties

