



Rhonda R. Novak, CIAO//  
Supervisor of Assessments

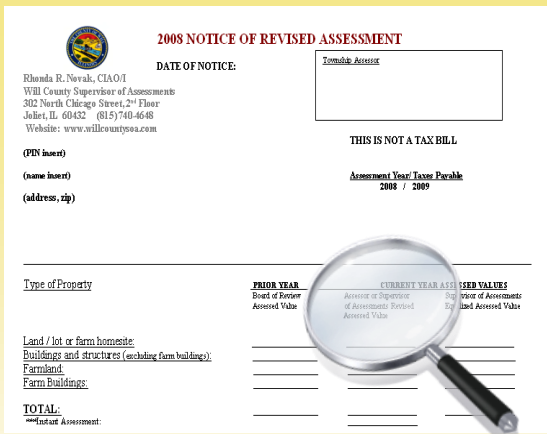


# A GUIDE TO FILING AN APPEAL

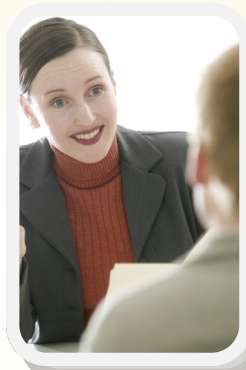
## STEP #1: CAREFULLY REVIEW YOUR ASSESSMENT NOTICE FOR ACCURACY.

By law, your local township assessor uses valid sales (excluding foreclosures and short sales) in your area from 2014, 2015 and 2016 to determine your market value for 2017. The assessor then divides the estimated market value by 3 to determine your assessment. If needed, the Supervisor of Assessments then applies a factor to that assessment to get your equalized assessed value.

If you disagree with the figures on this notice, you have 30 calendar days from the date of the notice to file an appeal with the Will County Board of Review. Failure to file an appeal within that time forfeits your right to appeal. **The dates of publication are August 2nd and 3rd of 2017.**



Appeals must be filed with the Board of Review no later than 30 calendar days after the date of this notice.



## STEP #2: TALK WITH YOUR LOCAL TOWNSHIP ASSESSOR.

Many times simply talking with your assessor will clear up any issues you have with your assessment. Assessors are usually very busy after assessment notices are published, so don't wait to talk to them. You can find your assessor's contact information on the front of your assessment notice.

## STEP #4: DETERMINE THE FAIR MARKET VALUE OF YOUR HOME, AND CHECK TO SEE IF YOUR ASSESSMENT IS COMPARABLE TO ASSESSMENTS AND SALES OF LIKE HOMES IN YOUR NEIGHBORHOOD.

It's important to know the market value of your home before you file an appeal. You can look at recent sales of similar properties in your area to make that determination. Many assessors have Web sites that allow you to view your neighbors' assessment values. Other resources for assessment and sales information include [www.willcountysoa.com](http://www.willcountysoa.com), Multiple Listing Service (MLS), personal knowledge, and the Will County Supervisor of Assessments Office.

Please note that while assessment information obtained from the Supervisor of Assessments and its Web site is available to help you investigate assessments, it cannot be used as evidence in your appeal.

## STEP #3: CHECK THAT THE PROPERTY CHARACTERISTICS ARE CORRECT ON YOUR PROPERTY RECORD CARD.

Property record cards are kept in your assessor's office. The cards contain relevant information about your property like square footage, year built, etc. The Supervisor of Assessments and some assessors have Web sites with property record card information as well. However, you must use copies of original property record cards when submitting evidence for your appeal.

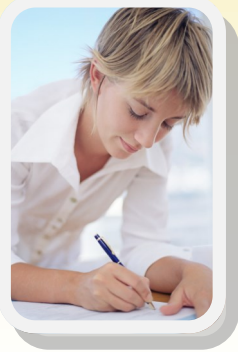
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**PROPERTY RECORD CARD**

## STEP #5: DETERMINE THE BASIS FOR YOUR APPEAL.

You can file an appeal based on one or more of the following reasons:

1. **Recent Sale:** The assessor has placed a market value estimate on your parcel that is higher than the actual market value.
2. **Comparable Sales:** The assessment is higher than those of similar properties in your area.
3. **Assessment Equity:** The assessment is based on inaccurate parcel characteristics.
4. **Recent Construction:** The subject property was recently purchased, and the assessment is higher than 33.33% of the purchase price.



## STEP #6: COMPILE EVIDENCE AND FILE A FORMAL WRITTEN COMPLAINT.

Once you've determined your basis for appeal, you can formally file a written complaint with the Will County Board of Review. You must follow the Board of Review's directions for filing an appeal. Failure to comply fully with all the rules and requests of the Board of Review may result in the dismissal of your appeal. The Board only accepts official appeal forms. Letters stating your objection to your assessment do not constitute a formal appeal. All appeal forms and evidence must be

delivered or postmarked by the deadline. **You can also submit your appeal electronically at [borappeals.willcountysoa.com](http://borappeals.willcountysoa.com).** The deadline to file an appeal for 2017 is **September 5, 2017**.

Recommended types of evidence include:

- An appraisal (The appraisal needs to use comparables prior to January 1st of the current year, which is what your assessments would be based upon.)
- Copies of property record cards from your assessor
- List of recent sales of similar properties
- Photographs of subject property and comparables
- Characteristic information for subject property and comparables (bedrooms, bathrooms, square footage, garages, lots, etc.)
- Real estate transfer declaration or other sale evidence

WILL COUNTY BOARD OF REVIEW  
RESIDENTIAL APPEAL FORM Docket# \_\_\_\_\_

**PETITION AND ALL EVIDENCE MUST BE SUBMITTED IN DUPLICATE**  
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 for consideration by the Board)

Complainant\* \_\_\_\_\_ Attorney for Complainant \_\_\_\_\_  
Street \_\_\_\_\_ Street \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Telephone \_\_\_\_\_

Petition is hereby made to appeal from the assessment of the \_\_\_\_\_ Township Assessor relating to the property described below. Notice of such assessment was postmarked on \_\_\_\_\_

County Identification Parcel No. \_\_\_\_\_ Township: \_\_\_\_\_  
Address of Property: \_\_\_\_\_

If this form was picked up from your local assessor's office or from the Supervisor of Assessments Office, we recommend that someone from that office review the assessments to ensure that they are correct and initial this form \_\_\_\_\_

LINE NO. 1 AND 2 MUST BE COMPLETED (Information available at assessor's office)

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

1. By the Assessor: LAND \_\_\_\_\_ DISP. \_\_\_\_\_ FL \_\_\_\_\_ FB \_\_\_\_\_ TOTAL \_\_\_\_\_ INSTANT \_\_\_\_\_  
2. Your Claim: LAND \_\_\_\_\_ DISP. \_\_\_\_\_ FL \_\_\_\_\_ FB \_\_\_\_\_ TOTAL \_\_\_\_\_ INSTANT \_\_\_\_\_

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_ Complainant or Attorney

This appeal is based on: (You must check one or more)  
 Recent Sale  Comparable Sales  Assessment Equity  Recent Construction

\*If complainant is other than owner, give name and address of owner: \_\_\_\_\_  
PLEASE COMPLETE SECTION II, III, OR IV. —(INSTRUCTIONS ON PAGE 4)

1

Appeal forms can be obtained on our Web site at [www.willcountysoa.com](http://www.willcountysoa.com) or by calling the Supervisor of Assessments Office. All evidence should be submitted with your appeal form.

**WILL COUNTY SUPERVISOR  
OF ASSESSMENTS OFFICE  
RHONDA R. NOVAK, CIAO/ I  
CHIEF COUNTY  
ASSESSMENT OFFICER  
302 N. CHICAGO ST  
2ND FLOOR  
JOLIET, IL 60432  
PHONE: (815) 740-4648  
FAX: (815) 740-4696  
WWW.WILLCOUNTYSOA.COM  
HOURS:  
MONDAY - FRIDAY**

## STEP #7: PRESENT YOUR EVIDENCE AT A BOARD OF REVIEW HEARING.

You have the right to present your claim and evidence at a Board of Review hearing. You will be notified about the date and time of your hearing no later than 5 calendar days before the hearing. If you do not wish to present your evidence before the Board, you may also waive your right to a hearing.

## PROPERTY TAX APPEAL BOARD (PTAB)

After your hearing, the Board of Review will send you written notice of its decision. If you are not satisfied with the Board's decision, you have 30 calendar days to appeal to the Illinois Property Tax Appeal Board. For more information about the PTAB or to download PTAB appeal forms, visit <http://www.state.il.us/agency/ptab/>. You can also download PTAB forms at [www.willcountysoa.com](http://www.willcountysoa.com).