

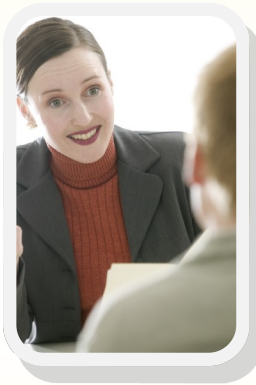


Guide to Filing an Appeal

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 2018, 2019, and 2020 to determine your market value for 2021. 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 thirty (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 11th and August 12th of 2021.**



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 sales and assessments of similar 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 websites that allow you to view your neighbors' assessment values. Other resources for assessment and sales information include 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 website is available to help you investigate assessments, it will not be given much weight as evidence.

2008 NOTICE OF REVISED ASSESSMENT

DATE OF NOTICE:

Rhonda R. Novak, CIAO/I
Will County Supervisor of Assessments
302 North Chicago Street, 2nd Floor
Joliet, IL 60432 (815)740-4648
Website: www.willcountysoa.com

(PIN insert) _____
(name insert) _____
(address, zip) _____

THIS IS NOT A TAX BILL

Assessment Year/Taxable Parable: 2008 / 2009

Type of Property	PRIOR YEAR Board of Review Assessed Value	CURRENT YEAR ASSESSMENT Assessor or Supervisor of Assessments Assessed Value	USER VALUE Value of Assessment and Assessed Value
Land / lot or farm homestead	_____	_____	_____
Buildings and structures (excluding farm buildings)	_____	_____	_____
Farmland	_____	_____	_____
Farm Buildings	_____	_____	_____
TOTAL:	_____	_____	_____

**Initial Assessment.

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

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 township assessors have websites with property record card information as well. However, you must use copies of original property record cards when submitting evidence for your appeal.

PROPERTY RECORD CARD - RESIDENTIAL - GENERAL

LOCAL DESCRIPTION: _____
Record of Ownership: _____ Date: _____

STREET: _____ HOMING: _____ UTILITIES: _____ TODS: _____ PERMITS: _____ REPAIRS: _____

REMARKS: _____

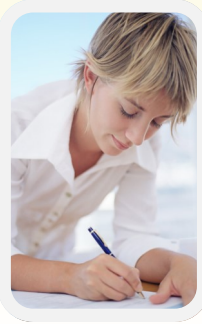
ASSESSMENT: _____

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. It is preferred that you

submit your appeal electronically at borappeals.willcountysoa.com.

The deadline to file an appeal for 2021 is **September 13, 2021**.

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 _____ IMPR _____ FL _____ FB _____ TOTAL _____ INSTANT _____
2. Your Claim: LAND _____ IMPR _____ 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)

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Appeal forms can be obtained on our website at 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/
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
8:30 AM - 4:30 PM

Step #7: Determination of your evidence at a Board of Review hearing.

The Board of Review will conduct in-person hearings in 2021.

- Those who file on a residential property will have the opportunity to waive their right to an in-person hearing. Please sign the appropriate documentation when filing the residential appeal.

- Those who file on a commercial/industrial property must report to their hearing on the assigned date and time **in person**.

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 thirty (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.