

2020 Property Assessment Complaint Form

Parcel # _____
Docket # _____

Who Should Complete This Form?

You should complete this form if you object to the assessment of your property. You must file the original complaint form and one (1) copy with the Board of Review at the address shown at the bottom of this page. See the General Information on the opposite side of this form, county Website & Board of Review Rules and Procedures regarding property assessment appeals.

NOTE: Attach any evidence that supports your complaint in duplicate. **The complaint forms must be received in the Board of Review office, emailed, or postmarked by the filing deadline of September 10, 2020 or they will be denied.**

File Date: _____

Step 1: Complete the Following Information:

1. _____
Property Owner's Name
_____ Property Address (**Subject to Complaint**)
_____ Property Type (check one): *Residential* ___ *Commercial* ___
_____ Property PIN # (12 digits)

Mailing Address - Send Notices To (If Different Than Above):

2. _____
Name
_____ Your Mailing Address (**If Different Than Address in Item 1 Above**)
_____ Phone Number
_____ Email

Step 2: Select the Reason(s) For Which You Are Objecting To The Assessment:

- a. ___ This assessment is higher than market value
b. ___ This assessment is not equitable to similar properties
c. ___ Recently purchased/appraised within the past 24 months
d. ___ Home is currently listed for sale
e. ___ Other, such as incorrect description (Describe below)

Write Requested Value (Required) - Market Value: \$ _____ Assessed Value: _____

Attach any additional information that may be useful to the Board of Review in hearing this complaint.

Step 3: (Board of Review USE ONLY) Write the Assessed Values Of The Property:

Land/Lot or Farm Homesite: _____	Land/Lot or Farm Homesite: _____
Non-Farm Buildings & Structures: _____	Non-Farm Buildings & Structures: _____
Total: _____	Total: _____
Farm Land: _____	Farm Land: _____
Farm Buildings _____	Farm Buildings: _____

Step 4: Sign Below

Signature of Property Owner or Authorized Representative

Date

Email

Phone

If you have any questions, please contact:
CHAMPAIGN COUNTY BOARD OF REVIEW
(217) 384-3758
bor@co.champaign.il.us

MAIL, EMAIL or DELIVER Your Completed Form to:
CHAMPAIGN COUNTY BOARD OF REVIEW
1776 E. WASHINGTON ST., URBANA, IL 61802
bor@co.champaign.il.us

Property Assessment Appeals

General Information

The following is a general guide to the property assessment appeal process in Illinois.

When going through the appeal process, you, the property owner, are appealing the assessed value of your property, not the tax bill. The amount of the tax bill is determined by the various tax rates that are applied to the assessment by various taxing districts (for example, schools, parks and libraries). If the assessment is to increase the county must publish the change in a local newspaper. (NOTE: Tax rates are not an issue in the appeal process, only the amount of the assessment). Once you receive the tax bill, it is generally too late to make an appeal for that year's assessment.

Informal Appeal

If you have a complaint, you should first contact your township or county assessing official. An assessor who still has assessment books for a given year can correct any assessment. Calling an erroneous assessment to the assessor's attention early in the year may result in a correction without using the formal appeal process.

Formal Appeal

If after talking to your township or county assessing official the matter is not resolved, you should proceed with a formal appeal to the Board of Review if you can support any of the following claims:

- The assessor's market value is higher than actual market value. (This claim can be supported if you have recently purchased your property on the open market or if a professional appraisal is supplied).
- The assessed value is at a higher percentage of market value for your property than the prevailing township or county median level as shown in an assessment/sales ratio study.
- The primary assessment of the property is based on inaccurate information, such as an incorrect measurement of a lot or building.
- The assessment is higher than those of similar neighboring properties.

Appeal of Assessment Steps

1. Obtain the property record card with the assessed valuation of the property.
2. Discuss the assessment with the assessor to determine how the assessment was calculated.
3. Determine the fair market value for the property.
4. Determine the prevailing assessment level in the jurisdiction.
5. Determine the basis for a formal complaint.
6. File a written complaint Property Assessment Complaint form with the Board of Review.
7. Present evidence of unfair assessment to the Board of Review. If you do not agree with the Board's decision, you can appeal the decision (in writing) to the State Property Tax Appeal Board or file a tax objection complaint in circuit court.

Evidence Needed

To support a claim of unfair assessment, you will need substantial evidence, some of which may be obtained from the township or county assessing official's office, from a professional appraiser, or through research. Pertinent evidence for non-farm property include some or all of the following:

- Copies of the property record cards for and photographs of similar neighboring properties.
- A copy of the PTAX-203 Form, Real Estate Transfer Declaration, a deed or a contract for purchase.
- An appraisal of the property.
- A list of recent sales of comparable properties including square footage and a comparison grid.
- A photograph of elements not shown on the property record card that detract from the value of the property and an estimate, in dollars, of their negative effect on market value.