



FILING A SUCCESSFUL APPEAL: BOARD OF REVIEW

Informational guide for document preparation

FILING AN APPEAL WITH BOARD OF REVIEW

This is a quick informational guide of how to prepare your best appeal with the Board of Review

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KEY Dates for 2020 Board of Review Assessment Appeal

Open for Board of Review Appeal Filings: **MONDAY November 2nd, 2020**

LAST Day for Board of Review Appeal Filings: **TUESDAY December 1st, 2020**

Last day to submit evidence for your appeal filing: Tuesday, December 15th, 2020

KEY INFORMATION:

WE can help you submit the best evidence to have a successful appeal. First of all, Begin to think about the ***basis*** for your appeal. Once you have arrived at a basis for your appeal then give us a call at 847-381-5632 (ask for the assessor's office). We may be able to help you file and submit your appeal as we speak over the phone. However, keep in mind that the Board of Review is going paperless and login information will need to be entered if you don't already have an account.

It's important to show *clear evidence that your assessment is incorrect*. Just a statement or 'suggestion' for an assessment review will not give you the result/decision you are looking for, and your township assessor's office is here to help you.

We will have appointments available for you to come into the office, if the need arises.

Appointments will be scheduled during the hours of:

Monday through Thursday 8a-11:30a & 130p- 330p and Friday 8a-1130a

The Board of Review - Going Paperless

- The Board of Review requires taxpayers to have their very OWN login/account information
- This login/account information is carried over from year to year
- Going paperless allows all taxpayers to follow their appeal as it goes thru all the avenues of the appeal review
- There will be no waiting for notification of the results of your appeal. Once a decision is made the letter of notification is made on your account.
- It is important to submit the very best evidence in order to have a successful appeal. Let's review the possibilities for the basis of an assessment appeal with the Board of Review for 2020

The Board of Review – What is the Basis for my 2020 assessment appeal?

Appeals can be based upon the following reasons:

1. An appeal based upon the assessments of comparable properties
 - Our office can help you with an assessment comparable review - call us 847 381 5632
2. An appeal based upon the recent sales of comparable properties.
 - The burden of comparable SALES will be your diligent homework. As you begin your appeal submission have these sales easily attachable, so that it can be quickly linked to your appeal. Keep in mind: 1)The sales must be closed sales (not listings) and 2)Foreclosure and short sales are not considered valid sales
3. An appeal based upon the recent purchase of your property
 - You will need to submit in PDF format the appraisal AND the HUD-1 closing statement
4. An appeal based upon a factual error (ex. Square footage)
 - It's important to start EARLY on this one because it will take some time to retrieve evidence. Contact the Cook County Assessor FOIA department, retrieve a copy of the sketch included on your property information card (PRC)
 - Evidence of the factual error will need to be submitted in PDF format - Blueprints OR an Appraisal that includes sketch and shows that it is NOT a drive by appraisal