

STEPS TO APPEAL ASSESSOR'S PROPERTY VALUATION

Property in Cook County is reassessed every three years. When properties are reassessed, the Assessor sends out a notice of *PROPOSED ASSESSED VALUATION*.

This is an important time to appeal.

1. Receive notice of *Proposed Assessed Valuation* in the mail. Your township will be open for review when you receive this notice.
2. When a particular township is open, you have **30 days** to file an assessment appeal with the Assessor's office (Filing deadlines by township are located under the Appeals tab on the Assessor's website). This can be done by calling **312-443-7550** to request the form or by downloading the form on-line at www.cookcountyassessor.com.
3. Fill out form and make any corrections to the property description located on the back of the form.
4. Be sure to check the appropriate reason for appeal on the form. You can file an appeal based on uniformity, over-valuation or property description error.
5. Compare your assessed valuation with similar size and style homes in your neighborhood by doing a Residential Property Search from the Assessor's website – OR – let analysts from the Assessor's office research and check comparable properties to yours.
6. Regardless of where you file your appeal, at the Assessor's office downtown, branches, or on-line, you will receive an appeal number immediately. If you chose to mail in your appeal you will receive your appeal number through the mail. You may use that appeal number to track your appeal on-line.
7. The Assessor's office will mail out a letter either granting or denying your appeal in 3 to 6 months.

Mail or Drop off your appeal form and supporting documentation to:

**Cook County Assessor's Office
118 North Clark Street, Room 320
Chicago, IL 60602
(312) 443-7550
Hours: 8:30 am - 5:00 pm**

REASONS FOR APPEAL

-UNIFORMITY –

The assessed value of your property is not in line with other similar properties in your neighborhood.

-OVER-VALUATION –

The proposed assessed valuation of your property is higher than its actual value.

-PROPERTY DESCRIPTION ERROR –

There is an error in the description of your property that adversely effects the proposed assessed valuation of your property.

STEPS FOR BOARD REVIEW APPEAL

You may also file an appeal based on lack of uniformity with the Cook County Board of Review

1. Within **30 days** of your township opening for review, file a complaint form with the Board of Review. To find the filing dates and deadlines for your township, or request a form please call **312-603-5542** or visit the Board of Review's website at www.cookcountyboardofreview.com
2. Complete the form, "Appeal Based on Lack of Uniformity" which requests specific information: Pictures of your property, property index number, address, assessed valuation of your property, and comparable properties (you should have 4 to 5).
3. If you chose to mail in your appeal you will receive your complaint number through the mail. If you bring your appeal into the Board of Review office you will be given a complaint number immediately.
4. Once your appeal has been processed you will be informed of a hearing date. You should bring the following to your hearing: copies of any evidence you wish to submit, your complaint form, your copy of the "Appeal Based on Lack of Uniformity" complaint form including the comparable properties and pictures.
5. If you cannot attend the hearing date you will need to submit, to the Board of Review, any and all documentation supporting your appeal at least 5 working days prior to the hearing date.
6. A decision will be mailed to you about two weeks after your township is closed.
7. If your appeal is denied, you can file a final complaint with the **Illinois Property Tax Board (217) 782-6076**.

Mail or Drop off your appeal form and supporting documentation to:

**Cook County Board of Review
County Building, Room 601
118 N. Clark Street
Chicago IL 60602
(312) 603-5542,
Hours: 9am-5pm**