

COMMERCIAL APPEAL Board of Review

Board of Review
Stephenson County
50 W Douglas St. Ste 500
Freeport, Illinois 61032
(815) 235-8260

Failure to properly complete this form and provide the necessary documentation shall result in dismissal of your appeal.

For Assessment Year 20__.

If an appeal was filed with the Property Tax Appeal Board on this Tax Parcel for the prior year, please indicate the Property Tax Appeal Board docket number assigned to this appeal: _____.

Section I

This form must be completed and filed within 30 days of the assessment change publication list for the parcel's respective township. Check the county's website at www.co.stephenson.il.us/assessor for publication dates. Any additional written evidence must be submitted with this BOR form. If you are unable to submit the additional written information with this form, a letter requesting an extension of time for filing the additional evidence must be submitted with this form. The Board of Review will grant only reasonable requests up to 15 days. **Faxed copies of this form will not be accepted.**

WHERE TO FILE THIS APPEAL:

The address is listed above. Without prior Board of Review approval, a separate appeal must be filed on each individual Property Identification Number (P.I.N.), or a breakdown may be submitted (see 2c below).

This form must be submitted in triplicate for all appeals,

Where a reduction in assessment of \$50,000 or more is sought, one additional copy for each taxing district the property is located is required.

Evidence must be submitted in duplicate where a change in assessed valuation of less than \$50,000 is sought.

Evidence must be submitted in triplicate where a change in assessed valuation of \$50,000 or more is sought.

Section II

Complainant Information

Last Name _____
First Name _____
Address Line 1 _____
Address Line 2 _____
City _____
State _____ ZIP _____
Telephone _____

Information on Attorney for Complainant

Last Name _____
First Name _____
Firm Name _____
Address Line 1 _____
Address Line 2 _____
City _____
State _____ ZIP _____
Telephone _____

2a Property ID No. (P.I.N.) _____ Township _____
Address of property _____

2b If complainant is **not** the owner, give name and address of owner. Owner _____
Address Line 1 _____ Address Line 2 _____
City _____ State _____ ZIP _____

2c The assessments of the property for the year as made by the (P.I.N. only): (A separate page may be attached for for multiple parcels.)

1. Assessor	Land _____	Impr. _____	Total _____
2. C.C.A.O.	Land _____	Impr. _____	Total _____
3. Complainant's claim	Land _____	Impr. _____	Total _____

Lines 1 through 3 above **must** be completed. This information is available from the Township Assessor or the Chief County Assessment Office.

I would like the BOR to make its decision based on the evidence provided (no oral hearing necessary)

I would like to present my case in person at a hearing. (Note: Location, date and time will be determined by the BOR)

If neither box is checked, your appeal will be based on the evidence. If no evidence is filed your case will be dismissed without review.

2d Date _____ Signature _____
Attorney or Complainant only

2e This appeal is based on (you must check one or more boxes):

Recent Sale – Complete Section IV

Assessment Equity – Complete Section V

Comparable Sales – Complete Section V

Recent Construction – Complete Section VI

Contention of Law – Submit Legal Brief

Recent Appraisal

NOTE: IF AN APPRAISAL IS SUBMITTED SECTIONS III THROUGH VII DO NOT NEED TO BE COMPLETED.

Section III – Description of Property

Land Size (indicate square feet or acres): _____

Number of Buildings: _____ Building Size (square feet): _____

Number of Floors: _____ Square Footage per Floor: _____

Construction: Frame Brick Steel Other: _____

Basement: Yes No Basement Use: _____

Other Improvements: _____

List the use of the building and the square footage attributable to that use:

Office Space: Yes No Square Footage: _____

Warehouse: Yes No Square Footage: _____

Apartments: Yes No Number of Apartments: _____

Retail: Yes No Square Footage: _____

Other: _____ Square Footage: _____

If there is more than one building on this parcel, provide the following information:

Building #1 Age _____ Size _____ Use _____

Building #2 Age _____ Size _____ Use _____

Building #3 Age _____ Size _____ Use _____

Section IV – Recent Sale Data

Generally, the price of a recently sold property is considered the best evidence of value. The more proximate in time the sale occurs to the assessment date of your appeal, the more relevant the evidence becomes in establishing the market value of the property. You must submit a valid settlement statement, sales contract and Real Estate Transfer Declaration for recent sale consideration.

Read carefully and answer all questions.

Full consideration (sale price): \$ _____ Date of sale: _____

From whom purchased: _____

Is the sale of this property a transfer between related parties or related corporations? Yes No

Sold by: Owner Realtor Auction Other: _____

Name of Realtor firm: _____ Agent: _____

Was the property advertised for sale? Yes No How long a period? _____

If so, in what manner? local paper multiple listing other: _____

Was this property sold in settlement of an installment contract a contract for deed or a foreclosure?

Was the seller's mortgage assumed? Yes No If yes, specify amount \$ _____

If renovated, amount spent before occupying \$ _____ Date occupied: _____

Section V – Comparable Sales/Assessment Grid Analysis

An appraisal may be submitted for completion of this section.

An appraisal establishing the fair market value of the subject property under appeal as of the assessment date may also be submitted. **(Note: If a hearing is held in the case, the Board of Review will be better able to judge the weight and credibility of the appraisal if your appraiser testifies in person.)**

Evidence of recent sales of property comparable to the subject property, including the dates of sale, the prices paid, and a property record card or description of each sale showing how it compares to the subject property may also be submitted. (Note: The comparable sales should be similar to the subject property in design, age, amenities, and location.) **Provide at least three comparables.**

Evidence of assessments of property similar to the subject property, including current assessment of each property, the property record card for each property, or description of each property demonstrating its comparability to the subject property, may also be submitted. (Note: The assessment comparables should be similar to the subject property in size, design, age, amenities, and location.)

Provide at least three comparables. All comparables should be similar to the subject in size, design, age, amenities, and location. Photographs of the comparables should be submitted. (Additional Comparables may be submitted on a separate sheet.)

	Subject	Comp #1	Comp #2	Comp #3
Property Index Number (P.I.N.)				
Address				
Proximity to Subject				
Total Land Sq. Ft.				
Total Building Sq. Ft.				
Age of Building(s)				
Land-to-Building Ratio				
Number of Buildings				
Number of stories				
Number of Apartments				
Apartment Mix				
Exterior Construction				
Sprinkler System				
Office Space Sq. Ft.				
Warehouse Sq. Ft.				
Date of Sale				
Sales Price				
Sales Price / Sq. Ft. (Sales Price / Impr. Sq. Ft.)				
Land Assessment				
Improvement Assessment				
Total Assessment				
Impr. Assessment per Sq. Ft. (Impr. Assessment / Impr. Sq. Ft.)				

Section VI – Recent Construction Information

Submit evidence of recent construction of the subject property including the price paid for the land, construction costs of the building(s), and include all labor costs. Include the complete and final statement from the general contractor. NOTE: If the Complainant provided any labor or acted as the general contractor, evidence of the value of this service should be included with the evidence of the other construction costs.

The building was constructed, or remodeled, an addition added, or other building erected on _____.

Date Land Purchased: _____

Total Cost: Land \$ _____ Improvement(s) \$ _____

Does this amount include all costs incurred for the construction, such as contractor's fees, architectural or engineering fees, landscaping and/or building permits? Yes No

Date the occupancy permit was issued. (Submit 2 copies.): _____

Date the building was inhabitable and fit for occupancy or intended use: _____

Date the remodeling was completed: _____

Date the addition or other building(s) was completed: _____

Did owner, or a member of the owner's family, act as the general contractor? Yes No

If yes, what was the estimated value of the service? \$ _____

Was any non-compensated labor performed? Yes No

If yes, please describe and provide estimated value of labor. _____

Note: A Contractor's Affidavit/Statement or documentation of the total cost must be submitted to the Board of Review.

Section VII – Recent Photograph of Subject Property and Comparable Properties

