

# COMMERCIAL APPEAL Board of Review

Board of Review  
Stephenson County  
50 W Douglas St. Ste 502  
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](http://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 makes 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**

