

## RESIDENTIAL APPEAL State of Illinois – Property Tax Appeal Board

Room 402 Stratton Office Building  
401 South Spring Street  
Springfield, IL 62706-4001  
(217) 782-6076  
TTY (217) 785-4427

Suburban North Regional Office Facility  
9511 West Harrison Street, Suite 171  
Des Plaines, IL 60016-1563  
(847) 294-4121  
TTY (847) 294-4371

For Assessment Year 2006

Information on how to complete this form may be found at [www.ptabil.com](http://www.ptabil.com)

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

- I would like the PTAB 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 PTAB.)  
 If neither box is checked, your appeal will be written based on the evidence.

Are you appealing off a recently issued township equalization factor? (Multiplier)  Yes  No (Not applicable to Cook County.)

Did you file an appeal with the Property Tax Appeal Board on this Tax Parcel for the prior year? If yes, indicate the Property Tax Appeal Board docket number assigned to the prior appeal: 05-99999.

**Section I** You **MUST** submit **3 copies** of this form, **2 copies** of all evidence and **2 copies** of the board of review's final decision letter, and if your requested assessed valuation change is **\$100,000 or more**, you **MUST** submit an additional copy of all evidence.

This form must be completed and postmarked within 30 days of the date of notice on the decision you received from the Board of Review. Written evidence must be submitted with this PTAB form. If you are unable to submit evidence with this form, you must request an extension of time in writing for filing the additional evidence with this form. Without a written request for an extension, no additional evidence will be accepted after the submission of this appeal form. **All Appeals MUST be filed at the Springfield Address listed above.** A separate appeal must be filed on each individual Property Identification Number (P.I.N.), or a breakdown may be submitted on an Addendum form (see 2c below). **Faxed appeals will not be accepted.**

### Section II

#### Appellant (Taxpayer) Information

Last Name Doe  
First Name Jane

Address Line 1 Apartment 308  
Address Line 2 12345 Market Street  
City Oak Park  
State IL ZIP 61234  
Telephone 316-254-1234  
Email Address j.doe@owner.com

#### Information on Attorney for Appellant

Last Name Smith  
First Name John  
Firm Name Smith and Jones, P.C.  
Address Line 1 Suite 402  
Address Line 2 1234 North Park  
City Elgin  
State IL ZIP 61812  
Telephone 218-364-4555  
Email Address john.smith@firm.com

Petition is hereby made to appeal from the final, written decision of the Marion County Board of Review which has a date of notice of March 14, 2007. You **MUST** submit 2 copies of the Notice of Final Decision by the Board of Review.

**2a** Property ID No. (P.I.N.) 01-23-031-003 Township Capital  
Address of property same

**2b** If appellant is other than owner, give name and address of owner. Name Mary Doe  
Address Line 1 184 Hover Street  
City Fairview State IL ZIP 61234

**2c** The assessments of the property for the year as made by the (P.I.N. only):  
(Use the "Addendum to Petition" form for multiple parcels, which may be found at [www.ptabil.com](http://www.ptabil.com))

1. Board of Review Assessment	Land <u>3,416</u>	Impr./Building <u>59,185</u>	Total <u>62,601</u>
2. Appellant Assessment Requested	Land <u>3,416</u>	Impr./Building <u>50,063</u>	Total <u>53,479</u>

Lines 1 and 2 above **MUST** be completed. Line #1 information is available from the Supervisor of Assessments/County Assessor or the Board of Review offices, or may be on the Notice itself.

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

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Recent sale – complete Section IV      | <input checked="" type="checkbox"/> Assessment equity – complete Section V               |
| <input type="checkbox"/> Comparable sales – complete Section V             | <input type="checkbox"/> Recent construction – complete Section VI                       |
| <input checked="" type="checkbox"/> Contention of law – submit legal brief | <input checked="" type="checkbox"/> Recent appraisal (enclose 2 copies of the appraisal) |

Evidence:  
 I certify that All Evidence is attached to this Appeal Petition.

**2e** Date \_\_\_\_\_ Signature \_\_\_\_\_  
Attorney or Appellant only

**Section III – Description of Property**

Lot size (sq. ft. or acres) 7,813 sq. ft. Lot dimensions \_\_\_\_\_ Street frontage in feet \_\_\_\_\_

Age of house/Yr. constructed \_\_\_\_\_ House square footage \_\_\_\_\_  
(Square feet of living area)

Outside dimensions of house \_\_\_\_\_

**Construction**  frame  brick  masonry  other \_\_\_\_\_

**Design/No.Stories**  single  two  one and one-half  other \_\_\_\_\_

**Foundation**  slab  crawl-space  full basement  partial basement  finished  unfinished

**Garage**  none  attached  detached  one-car  two-car  three-car Size 640 sq. ft.

**No. of Bathrooms** 2.5 **No. of Fireplaces** 1 **Central air**  Yes  No


**Other improvements** patio/shed

**What was the date and price of the most recent sale of the property?** Date: 1998 Price: 98,650

**Section IV – Recent Sale Data**

The following information regarding the sale of the subject property is furnished to the Property Tax Appeal Board to render a decision based on the sale evidence provided by the appellant. When the appellant supplies evidence of a recent sale of a residence and the Board of Review has not refuted the arm's length nature of the transaction; the Property Tax Appeal Board generally finds that the sale price of a recent arm's length sale of the subject property is the best evidence of value. You must submit evidence of the actual sales price by including a sales contract, RESPA statement, Real Estate Transfer Declaration (Department of Revenue), and/or Settlement Statement.

**Read carefully and answer all questions.**

Full consideration (sale price) \$ 125,000  Date of sale 02/18/06

From whom purchased James and Mary Doe

Is the sale of this residence a transfer between family or related corporations?  Yes  No

Sold by:  Owner  Realtor  Auction  Other \_\_\_\_\_

Name of Realtor firm Alltec Agent Jim Smith

Was the property advertised for sale?  Yes  No How long a period? 7 months

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 \$ 5,000 Date occupied 03/01/06

## 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 Property Tax Appeal Board 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.**

 Subject (your house)	Comp #1	Comp #2	Comp #3	Comp #4	
Property Index Number (P.I.N.)	01-23-031-003	01-23-032-004	031-082	11-031-650	13-032-113
Address	12345 Market St.	1910 Haver Drive	1244 Market	881 Maryanne	221 Lynch
Neighborhood Code	9876	9876	9876	9876	9876
Proximity to subject		2 blocks	.5 mile	over 3 miles	within 1/2 mile
Total Land Sq. Ft.	7,813	6,700	7,100	10,000	8,300
Design/Number of stories/Class	1.5	1.5	1.5	1.5	1
Exterior Construction	brick/frame	brick	brick/frame	brick/frame	frame
Number of Dwelling Units in Building	1	1	1	1	1
Age of property	14	13	10	14	9
Number of bathrooms	2.5	2	3	2.5	3
Living area (square feet)	2,316	2,800	2,156	3,225	2,176
Basement area-- Sq. Ft.	1,800	none	2,156	1,800	none
Finished basement area -- Sq. Ft.	0	--	2,156	none	--
Air conditioning (Yes or No)	yes	no	yes	yes	no
Number of Fireplaces	1	1	2	0	1
Garage or car port (square feet)	2 car 640 sq.ft.	2	1	2	1
Other improvements	patio/shed	shed	deck	--	--
Date of sale	1998		03/20/05	10/14/06	
Sale price	98,650		98,500	120,000	
Sale price per square foot (Sale price / impr. size)	42.59		45.69	37.21	
Land assessment	4,489	5,163	6,123	4,450	4,100
Improvement assessment	34,592	27,500	29,100	33,750	27,123
Total assessment	39,081	32,663	35,223	38,200	31,223
Improvement assessment per sq. ft. (Impr. Assmt. / Living Area (Sq. Ft.))	14.94	9.82	13.50	10.47	12.46

## Section VI – Recent Construction Information on Your Residence

Submit evidence of recent construction of the subject property including the price paid for the land and construction of the building including all labor. Note: If the appellant provided any labor or acted as general contractor, evidence of the value of this service should be included with the evidence of the other construction costs.

The residence was constructed, or remodeled, an addition added, or other building erected on 03/16/06. 

Date Land Purchased 02/01/05

Total cost of the Land \$45,000 Building(s) \$ 64,000

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

You must supply a Contractor's Affidavit or a written summary of the total cost to the Property Tax Appeal Board.

Date the occupancy permit was issued. (Submit 2 copies.) 04/02/06

Date the building was inhabitable and fit for occupancy or intended use 04/02/06

Date the remodeling was completed 03/19/06

Date the addition or other building(s) was completed 03/16/06

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

If yes, what was the estimated value of the service? \$10,500

Was any non-compensated labor performed?  Yes  No

If yes, please describe and provide estimated value of labor Trim work, painting, and landscaping--local labor rate estimates attached.

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

## Section VII – Recent Photograph(s) of Subject Property and Comparable Properties

