

# COMPLAINT FORM CHECKLIST PRIOR TO FILING

*It is the responsibility of the complainant to adhere to the Rules and Procedures set forth by the Winnebago County Board of Review with regard to Real Estate Assessment Complaints.*

- Did you read the Board of Review Rules and Procedures?**
- Did you completely fill out all applicable sections of your complaint form?
- Did you complete the “address which correspondence should be sent (if other than property address)” portion of the complaint form, if applicable? Please indicate if you will be out-of-town and dates you are unavailable on complaint form.
- Did you sign your complaint form?
- Did you file the complaint by the deadline date? If you are mailing the complaint, be sure the postmark is **on or before the deadline date**.
- Did you provide the original and **2** Copies of the Complaint form and **3** copies of ALL written evidence? **Did you retain a complete copy for your files?**
- Did you include all the information you want the Board of Review to consider?
- Did you include your opinion of the correct assessed value in the Complainant’s Requested Value section on the Complaint Form?
- Did you include your **email address** for correspondence purposes? You may receive a copy of the township assessor’s evidence no earlier than **approximately 2-4** weeks after the filing deadline at the following link: <http://assessor.wincoil.us> Choose Specific Parcel Information on the menu on the right side. Enter the Parcel Identification number (PIN) and click submit. Click the PIN highlighted in **blue**. Choose the year (i.e. 2018); under the parcel number choose “**Click Here for the Evidence**”. Please contact our office if you are unable to access the assessor’s evidence.

**WINNEBAGO COUNTY BOARD OF REVIEW**

ROOM 301 • COUNTY ADMINISTRATION BUILDING  
404 ELM STREET • ROCKFORD, ILLINOIS 61101

Phone (815) 319-4460 - Website <http://assessor.wincoil.us>

**2018 REAL ESTATE ASSESSMENT COMPLAINT**

FOR OFFICE USE ONLY

\_\_\_\_ COM \_\_\_\_

INITIALS: \_\_\_\_\_

PROPERTY OWNER (Please Print or Type) \_\_\_\_\_

TOWNSHIP OF PROPERTY \_\_\_\_\_ P.I.N. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

ADDRESS OF PROPERTY \_\_\_\_\_

ADDRESS TO WHICH CORRESPONDENCE IS TO BE SENT (IF OTHER PROPERTY ADDRESS):

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

**The complete Rules & Procedures of the Winnebago County Board of Review are available in the Board of Review Office or at <http://assessor.wincoil.us>, click on Board of Review on the menu of the right side of the page.**

Check the basis upon which this complaint is being made:

Overvaluation compared to Market Value

Equity of assessment

Discrepancy in Physical Data

Other \_\_\_\_\_

Owner's estimate of **MARKET VALUE** of the property as of **January 1, 2018** \$ \_\_\_\_\_

Purchase Date \_\_\_\_\_ Purchase Price \$ \_\_\_\_\_

	Farm Land	Farm Bldgs.	Non-Farm Land	Non-Farm Bldgs.	Total
Current (2018) <b>ASSESSED</b> Value					
Complainant's Requested <b>ASSESSED</b> Value					

1. Is an **ASSESSED** value reduction of \$33,333 to \$99,999 being requested?\* **YES** or **NO**

**\*The deadline for filing evidence for reductions of less than \$100,000 is September 17th, 2018.**

2. Is an **ASSESSED** value reduction of \$100,000 or more being requested?\*\* **YES** or **NO**

**\*\*The deadline for filing evidence for reductions of \$100,000 or more is October 9th, 2018.**

**EVIDENCE RECEIVED AFTER THE EVIDENCE FILING DEADLINE WILL NOT BE CONSIDERED BY THE BOARD. COMPLAINT FILINGS WHICH INCLUDE ALL THE EVIDENCE FOR THE COMPLAINT WILL BE PROCESSED FIRST.**

Are you submitting all the evidence you expect to submit for this complaint? **YES** or **NO**


Page 2 can be used to list information about comparable properties you want the Board of Review to consider. **The Board will consider only the first 5 Market Value comparable properties and the first 10 Equity comparable properties submitted.** Use separate copies for Market Value and Equity.

**SUBMIT ORIGINAL AND 2 COPIES OF THIS FORM AND 3 COPIES OF ALL WRITTEN EVIDENCE**

Comments: \_\_\_\_\_

**THE FILING DEADLINE IS AUGUST 20, 2018.**

UNDER PENALTY OF PERJURY, BY SIGNING THIS FORM, I ACKNOWLEDGE I HAVE PERSONALLY COMPLETED THIS FORM.

 **Complainant Signature** \_\_\_\_\_ check one  owner  trustee  executor

Complainants' phone Number(s): \_\_\_\_\_ **COMPLAINANT'S EMAIL:** \_\_\_\_\_

**\*\* SHOULD YOU WANT TO RECEIVE CORRESPONDENCE ELECTRONICALLY, PLEASE PROVIDE AN EMAIL ADDRESS. \*\***

Attorney Name \_\_\_\_\_

Attorney Signature \_\_\_\_\_

Attorney Address \_\_\_\_\_

Attorney Phone # \_\_\_\_\_

Attorney Email Address \_\_\_\_\_

For Office Use Only

Date Received

Received by: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND SIGNED BY THE PROPERTY OWNER, A LICENSED ILLINOIS ATTORNEY OR ANOTHER PERSON WITH STANDING TO FILE THE COMPLAINT, AS EXPLAINED IN THE BOARD OF REVIEW RULES AND PROCEDURES (SEE PAGE 7).**

**The Board of Review will consider only the first 5 sales comparables and the first 10 equity comparables.**

Parcel No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Type of Comparables  Market Value  Equity

		Subject Property	Comparable #1	Comparable #2	Comparable #3	Comparable #4	Comparable #5
<b>ADDRESS</b>	Street #						
	Street Name						
<b>Parcel Number (PIN)</b>							
<b>Sale Price</b>							
<b>Sale Date</b>							
<b>Sale Price per Sq. Ft.</b>							
<b>Land Assessed Value</b>							
<b>Building Assessed Value</b>							
<b>Building AV per Sq. Ft.</b>							
<b>Total Assessed Value</b>							
<b>Total AV per Sq. Ft.</b>							
<b>Distance from subject</b>							
<b>Land size</b>							
<b>Style &amp;/or # of Stories</b>							
<b>Exterior Wall Covering</b>							
<b>Year Built</b>							
<b>Baths Full / Half</b>							
<b>Above Grade Living Area</b>							
<b>Finished Basement Area</b>							
<b>Central Air?</b>							
<b># of Fireplaces</b>							
<b>Garage (Sq. Ft. or # of cars)</b>							
<b>Patio or Decks</b>							
<b>Other (Pool, sheds etc.)</b>							
<b>Notes on Subject</b>							
<b>Notes on Comp #1</b>							
<b>Notes on Comp #2</b>							
<b>Notes on Comp #3</b>							
<b>Notes on Comp #4</b>							
<b>Notes on Comp #5</b>							
<b>Summary of Comparison</b>							