

# 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?
- 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. 2019); 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>  
**2019 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://wincoil.us/departments/supervisor-of-assessments/board-of-review/>

Check the basis upon which this complaint is being made:

- Overvaluation compared to Market Value
- Discrepancy in Physical Data
- Equity of assessment
- Other \_\_\_\_\_

Owner's estimate of **MARKET VALUE** of the property as of **January 1, 2019** \$ \_\_\_\_\_

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

	Farm Land	Farm Bldgs.	Non-Farm Land	Non-Farm Bldgs.	Total
Current (2019) <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 October 11th, 2019.**

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 31st, 2019.**

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 SEPTEMBER 16th, 2019.**

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>							