

# Complaint Form Checklist Before 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 discuss your assessment concerns with your Township Assessor?
- Did you read the Board of Review Rules and Procedures?
- Did you completely fill out all applicable sections of your complaint form?
- Did you provide your mailing address on the 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 Requested assessed value in Section 2 on the Complaint Form?
- Did you include your email address for correspondence purposes?



# 2021 PROPERTY ASSESSMENT COMPLAINT FORM WINNEBAGO COUNTY BOARD OF REVIEW

404 Elm St. | Room 301  
Rockford, IL 61101  
[bor@wincoil.us](mailto:bor@wincoil.us) | (815) 319-4463

For Office Use Only

COM

Initials: \_\_\_\_\_

## Instructions

- The assessment complaint process is governed by the Board of Review's Rules and Procedures, which can be found at <http://wincoil.us/departments/supervisor-of-assessments/board-of-review/>. The taxpayer is responsible for reviewing these rules prior to filing a complaint.
- This form must be filed no more than 30 calendar days from the date of publication required under 35 ILCS 200/16-55.
- The original complaint form must be submitted along with 2 additional copies and 3 copies of evidence.
- All evidence must either accompany this complaint form or be submitted to this office no later than the following:  
**25 calendar days after the complaint filing deadline for all Assessed Value Reduction requests of less than \$100,000.**  
**45 calendar days after the complaint filing deadline for all Assessed Value Reduction requests of \$100,000 or greater.**
- Page 2 of this form may be used to list data regarding comparable properties that you want the Board to consider. The Board will only consider the first 5 Market Value comparisons and the first 10 Equity comparisons submitted.
- Corporate taxpayers and owners must be represented by an attorney licensed to practice law in Illinois.
- If the taxpayer requires an appearance before the Board but fails to appear, the complaint may be dismissed.
- Questions about this form or the Board's Rules and Procedures may be directed to the Board office at (815)319-4463.

### Section 1: Property Identification

Owner of Record: \_\_\_\_\_ Parcel No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Property Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Property City, State, ZIP: \_\_\_\_\_ Mailing City, State, ZIP: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Note: All corporate owners/taxpayers must be represented by an attorney licensed to practice law in Illinois.**

If property owner is being represented by an attorney, all correspondence pertaining to this complaint will be sent to the attorney of record.

Attorney Name: \_\_\_\_\_ Address: \_\_\_\_\_

Firm Name: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Section 2: Property Valuation

Check the basis upon which the 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 1st, 2021**: \$ \_\_\_\_\_

Purchase Date (if applicable): \_\_\_\_/\_\_\_\_/\_\_\_\_ Purchase Price (if applicable): \_\_\_\_\_

	Farm Land	Farm Bldgs.	Land	Buildings	Total
Current (2021) Assessed Value					
Requested Assessed Value					

Please Note: Any reduction request to the Assessed Value of \$33,333 or greater will automatically be scheduled for a Hearing before the Board. Any evidence received after the evidence filing deadline as noted in the instructions above will not be considered by the Board.

- Is an Assessed Value Reduction of \$33,333 to \$99,999 being requested? Yes  No
- Is an Assessed Value Reduction of \$100,000 or greater being requested? Yes  No
- Is there additional evidence on this complaint that will be submitted? Yes  No
- Hearing Preference, for automatically scheduled hearings: Virtual  In-person

### Section 3: Signature (required)

*Under penalty of perjury, by signing this form, I acknowledge that I am the taxpayer of record for the above captioned property or the duly authorized attorney for owner/taxpayer and that the statements made and the facts set forth in the foregoing complaint are true and correct to the best of my knowledge.*

\_\_\_\_\_  
Taxpayer or Attorney signature      \_\_\_\_\_  
Print Name      \_\_\_\_\_  
Date

**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>	<b>Street #</b>						
	<b>Street Name</b>						
<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>							