

# 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?