

**NOTE: IF AN APPRAISAL IS SUBMITTED
SECTIONS I II IV AND V DO NOT NEED TO BE COMPLETED**

SECTION I - DESCRIPTION OF PROPERTY

Land Size (indicate square feet or acres): _____

Number of Buildings: _____

Building Size (square feet): _____

Number of floors: _____

Square Footage per Floor: _____

Construction: Frame Brick Steel Other: _____

Basement: yes no Basement Use: _____

Other Improvements: _____

** List the use of the building and the square footage attributable to that use:

Office Space: yes no Square Footage: _____

Warehouse: yes no Square Footage: _____

Apartments: yes no Number of Apartments: _____

Retail: yes no Square Footage: _____

Other: _____ Square Footage: _____

** If there is more than one building on this parcel, provide the following information:

Building #1 Age _____ Size _____ Use _____

Building #2 Age _____ Size _____ Use _____

Building #3 Age _____ Size _____ Use _____

SECTION II - RECENT SALE DATA

Generally, the price of a recently sold property is considered the best evidence of value. The more proximate in time the sale occurs to the assessment date of your appeal, the more relevant the evidence becomes in establishing the market value of the property. You must submit a valid settlement statement, sales contract and Real Estate Declaration for recent sales consideration.

Read Carefully and Answer All of the Questions

Full consideration (sale price): _____ Date of sale: _____

From whom purchased: _____

Is the sale of this property a transfer between related parties or related corporations? yes no

Sold by: Owner Realtor Auction Other: _____

Name of Realtor firm: _____ Agent: _____

Was this property advertised for sale? yes no How long of a period? _____

If so, in what manner? local paper multiple listing other: _____

Was the property sold in settlement of: an installment contract contract for deed a foreclosure?

Was the seller's mortgage assumed? yes no If yes, specify the amount \$ _____

If renovated, amount spent before occupying \$ _____ Date occupied: _____

Date: _____

Signature _____
Signature of owner

SECTION III - RECENT CONSTRUCTION INFORMATION

Submit evidence of recent construction of the subject property including the price paid for the land, construction costs of the building(s), and include all labor costs. Include the complete and final statement from the general contractor, evidence of the value of this service should be included with the evidence of the other construction costs.

The building was constructed, or remodeled,
an addition added, or other building erected on _____
Date

Date Land Purchased _____

Total Cost: Land \$ _____ Improvement(s) _____

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

Date the building was substantially complete or initially used _____

Date the remodeling was completed _____

Date the addition or other building was completed _____

Did the owner, or a member of the owner's family, act as the general contractor? yes no

Was any non-compensated labor performed? yes no

If yes, please describe and provide an estimated value of the labor _____

NOTE: A Contractor's Affidavit/Statement or documentation of the total cost must be submitted with this application to the Board of Review.

SECTION V - RECENT PHOTOGRAPHS OF THE SUBJECT PROPERTY AND COMPARABLE PROPERTIES

SECTION IV - COMPARABLE SALES / ASSESSMENT EQUITY GRID SHEET

An appraisal which establishes the market value of the subject property under appeal as of the assessment date may also be submitted in place of completion of this section.

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.

Evidence of assessments of property similar to the subject property, including the current assessment of each property, the property record card for each comparable property, or description of each property demonstrating its comparability to the subject property may also be submitted.

NOTE: 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	Comp #1	Comp #2	Comp #3
Property Index #				
Address				
Proximity to Subject				
(Cook County) Assessment class				
(Cook County) Volume				
Total Land Sq. Ft.				
Total Building Sq. Ft.				
Age of Building(s)				
Land-to-Building Ratio				
Number of Buildings				
Number of Stories				
Number of Apartment				
Apartment Mix				
Exterior Construction				
Parking Sq. Ft.				
Sprinkler System				
Office Space Sq. Ft.				
Warehouse Sq. Ft.				
Site Improvements				
Date of Sale				
Sales Price				
Sales Price/ Sq. Ft.				
Land Assessment				
Land Asmt / Sq. Ft.				
Impr. Assessment				
Impr. Asmt / Sq. Ft.				
Total Assessment				
Total Asmt / Sq. Ft.				

