

COMMERCIAL / INDUSTRIAL APPEAL

McDonough County Board of Review

For Assessment Year 20_____

Property ID No. (P.I.N.):_____

McDonough County Board of Review
#1 Courthouse Square
Macomb, IL 61455

(Office Use Only)

Docket No:_____

BOR Date:_____

Hearing:_____

ADDRESS OF PROPERTY

Name_____

Street_____

City_____

State, Zip_____

MAILING ADDRESS (If different)

Name_____

Street_____

City_____

State, Zip_____

CURRENT ASSESSMENT OF PROPERTY:

Land_____ Improvement_____ Total_____

*****ALL APPEALS MUST COMPLETE SECTION I - (Except "Recent Appraisal")*****

This appeal is based on: (You must check one or more boxes)

- | | |
|--|---|
| <input type="checkbox"/> Recent Sale - Complete Section II | <input type="checkbox"/> Assessment Equity - Complete Section IV |
| <input type="checkbox"/> Comparable Sale - Complete Section IV & V | <input type="checkbox"/> Recent Construction - Complete Section III |
| <input type="checkbox"/> Recent Appraisal - Attach Copy | |

REQUESTED ASSESSMENT OF PROPERTY:

Land_____ Improvement_____ Total_____

Signature of Owner or Agent _____ Date _____ Phone Number _____

If other than owner, proof from owner that agent may file on owners behalf.

Faxed copies of this form will NOT be accepted

Official Use Only

Tentative Decision

Date _____

Land Lot	Farm Land	Farm Bldg	Building	Total
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Notes..... _____

Affirmative: _____

Descending: _____

Official Use Only

Final Decision

Date _____

Land Lot	Farm Land	Farm Bldg	Building	Total
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Notes..... _____

Affirmative: _____

Descending: _____

**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 _____

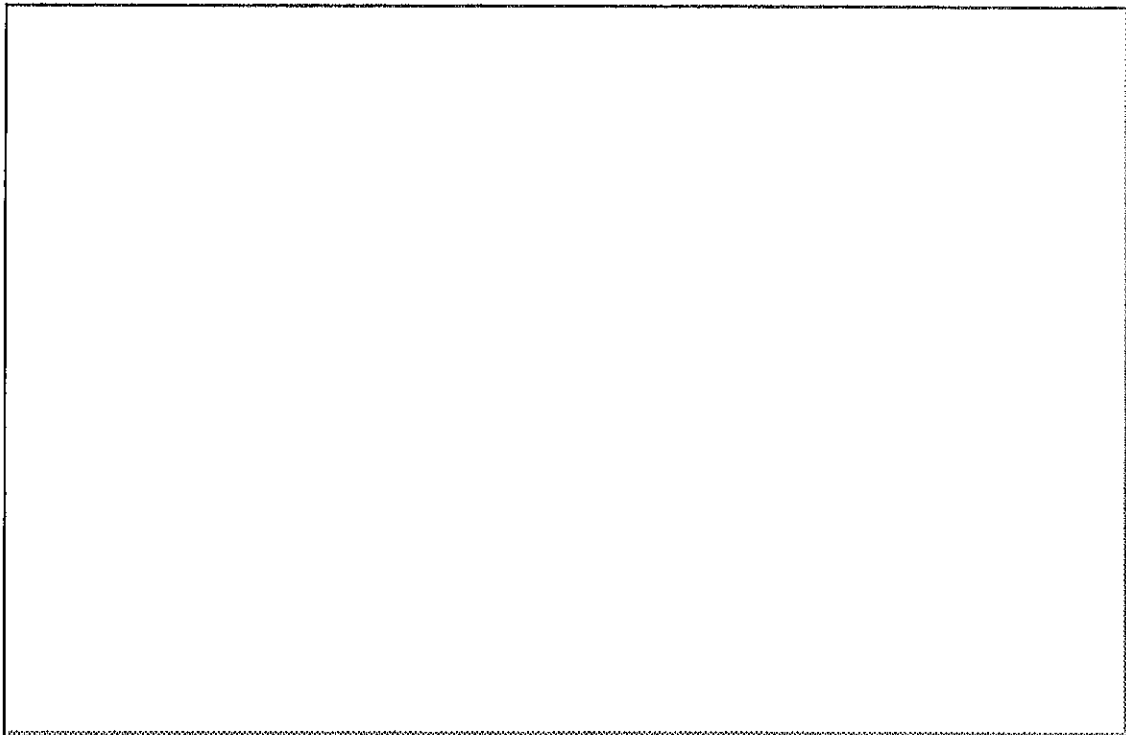
Did the owner, or a member of the owner's family, act as the general contractor? yes no

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



Board of Review Rules

The Illinois statute governing the County Board of Review requires publication of reasonable rules for the guidance of persons doing business with the Board (35ILCS 200/9-5).

Regular meetings of the Board of Review of the McDonough County will be held at the County Courthouse in the Supervisor of Assessments Office. Meetings may be held in other parts of the County at the discretion of the Board. Communication to the Board of Review shall be addressed to McDonough County Board of Review, c/o Supervisor of Assessment Office, #1 Courthouse Sq., Macomb, IL 61455.

Duties of the Board of Review:

To review all assessments and to add any real property that has been omitted; hold hearings for complaints. The Board of Review, upon application of any taxpayer or upon their own motion, may revise the entire assessment or any part thereof and correct same.

Content of Appeals;

Evidence **must** be submitted for complaints to be considered. The amount of taxes a property owner pays cannot and will not be accepted as evidence.

In the case of residential property, evidence may consist of, but is not limited to the following:

- 1) Proof of recent sale or purchase
- 2) An appraisal by a Certified Residential or Certified General Appraiser
- 3) Assessed values of comparable properties if appealing uniformity
- 4) Recent sale of comparable properties-three or more sales can provide indicators of the fair market value of the property in question

In the case of commercial/industrial properties, evidence may consist of, but is not limited to the following:

- 1) Purchase price and closing date of the property in question
- 2) Data sheets reporting the sale price and date, including descriptive data of comparable properties sold.
- 3) An appraisal by a Certified Appraiser
- 4) Income producing property appeals should include (3) years of operating statements, current leases, gross rents, and vacancy rate
- 5) Picture of the subject property

Incomplete evidence, missing data, or the absence of documents required by these rules will result in the appeal not being filed by the Board of Review. The Board will require written evidence of authority from owner to represent taxpayer. The Board of Review will require the taxpayer or legal counsel present at hearings.

The Board of Review reserves the right to inspect the property in question.

Complaints may be filed with the Clerk of the Board of Review on or before the 10th day of August of each calendar year or within the allotted time allowed from the date of publication.

Decisions of the Board:

The Board will review the evidence and issue a tentative decision. The Board shall give 10 days' notice to the person or corporation concerned directing them to appear before the Board and show cause, if there be any, why the assessment should be changed. Failure to appear at the scheduled hearing will result in dismissal of the case. All decisions on complaints may be appealed to the State Property Tax Appeal Board as provided by statute.

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, an 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 No.				
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 Apartments				
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 Assmt / Sq. Ft.				
Impr. Assessment				
Impr. Assmt / Sq. Ft.				
Total Assessment				
Total Assmt / Sq. Ft.				