



**2021 BOARD OF REVIEW
ASSESSMENT APPEAL FORM**

A fillable form is available on our website at www.leecountyil.com

Section 1: Instructions

- The assessment appeal process is governed by the **Board of Review's Rules**, which can be found at www.leecountyil.com. The taxpayer is responsible for reviewing these rules prior to filing an appeal.
- Filing Deadline. **Completed appeals must be filed with the Clerk of the Board on or before the filing deadline of November 12, 2021. All supporting evidence (not filed with the appeal) must be filed on or before December 1, 2021.** Mailings postmarked by the Post Office are considered filed on the postmarked date. **It is the responsibility of the appellant to see that their mailing bears the correct postmark date.**
- One original and three copies (a total of 4 sets) of the assessment appeal form and all supporting evidence must be submitted. Facsimiles (fax) and emailed forms will not be accepted. **If an insufficient number of copies are submitted, the Clerk of the Board will reproduce copies and invoice the appellant at a cost of \$1.00/page.**
- Submit all documentation to: Lee County Board of Review, Lee County Courthouse, 112 E. Second Street, Dixon, IL 61021

Section 2: Property Identification

Parcel Number - - - -

If filing on multiple contiguous parcels, please attach a list of additional parcel numbers, and add assessments together for a combined total assessment in Section 5 below.

Property Address: _____

Type of Property: Residential Commercial Industrial Farm Other (describe) _____

Is the property listed for sale? No Yes Asking Price: _____

Section 3: Contact Information

Owner(s) of Record: _____ Daytime Phone: _____

Mailing Address: _____ Email: _____

Attorney Name:* _____ Firm: _____

Attorney Address: _____ Phone: _____

***Note: An attorney is NOT required to file an assessment appeal, however if one is used, a letter of authorization signed by the owner, must accompany this appeal. An appeal without a letter of authorization is subject to dismissal.**

Section 4: Reason for Assessment Appeal (See Board of Review Rules for further details)

- Current assessment is greater than 33 1/3% of fair cash (market) value.
- Current assessment is inequitable when compared to similar properties
- Current assessment is based on incorrect physical description of property – i.e., incorrect building size
- Current assessment counters the law

Section 5: Taxpayer Requested Assessment /Fair Cash Value

All evidence is attached; requested assessed value provided here

Requested assessment unknown; complainant will submit evidence and requested valuation amount **no later than December 1, 2021.**

Estimated Fair Cash (market) value of non-farm property: _____



Non-Farm Land or Homesite	
Non-Farm Buildings	
Farm Land	
Farm Buildings	
Total Assessment	

Section 6: Oath

I swear or affirm that I am the owner for the above property, or the duly authorized attorney for the owner/taxpayer, and 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

Comparable Sales/Assessment Equity Grid Analysis

This form was developed to assist the taxpayer when filing an appeal based on fair cash (market) value or assessment equity. (See Board of Review Rules for further details.) When completing the grid use only properties that are similar to the subject property in size, story type, age, condition, etc. **Note: It is not necessary to complete this grid if you are submitting an appraisal report.**

	Your Property	Comparable #1	Comparable #2	Comparable #3
Parcel Number				
Address				
Proximity to Your Property				
Lot Size				
Design/Number of Stories				
Exterior Construction				
Year Built				
Condition of Property				
Number of Bathrooms				
Number of Bedrooms				
Living area square feet				
Basement (Yes or No)				
Bsmt Finished square feet				
Central Air Conditioning				
Fireplace(s)				
Garage(s)				
Other Improvements				
Date of Sale				
Sale Price (SP)				
SP per square foot				
Land Assessment				
Building Assessment				
Total Assessment				
Bldg asmt per square foot				