

**GRUNDY COUNTY BOARD OF REVIEW**

111 E. Washington Street

Morris, IL 60450

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Docket # \_\_\_\_\_

(Office Use Only)

**REAL ESTATE ASSESSMENT COMPLAINT**

**-COMMERCIAL FORM-**

**FOR ASSESSMENT YEAR 2023**

**NOTE: YOUR APPEAL IS NOT CONSIDERED ACCEPTED OR VALID UNTIL YOU RECEIVE A DOCKET NUMBER FROM THE ASSESSOR'S OFFICE**

**FILING THIS APPEAL IS NOT A PROTEST OF TAXES. THIS IS AN APPEAL OF THE PRESENT ASSESSMENT OF THE BELOW DESCRIBED PROPERTY.**

Failure to properly complete this form and provide the necessary documentation shall result in dismissal of your complaint.

**PERMANENT PARCEL NUMBER (PIN):** **ONE PARCEL PER FORM**

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_

PENDING PTAB DOCKET # (if applicable) \_\_\_\_\_ I would like the BOR to determine value (No Hearing)

I would like to schedule a hearing during daytime hours.

**SUBJECT PROPERTY STREET ADDRESS** (required)

\_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**OWNER OF RECORD NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**DAYTIME PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ATTORNEY/AGENT:** **All Complainants who are being represented by an Attorney/Agent must complete and submit the LIMITED POWER OF ATTORNEY**

form ATTORNEY NAME AND

FIRM: \_\_\_\_\_

**OPINION OF CORRECT ASSESSMENT:**

**Current Assessed Value:** Land \_\_\_\_\_ Improvements \_\_\_\_\_ Total \_\_\_\_\_

**Complainant Opinion:** Land \_\_\_\_\_ Improvements \_\_\_\_\_ Total \_\_\_\_\_

This complaint is based on: **(YOU MUST CHECK ONE OR MORE BOXES BELOW AND COMPLETE THE ASSOCIATED SECTIONS)**

Recent Sale of Subject Property	Recent Construction
Comparable Sales - Section 5	Recent Appraisal - <b>Must Accompany Complaint</b>
Assessment Equity - Section 5	Contention of Law – <b>Provide/Attach Legal Brief</b>

I swear or affirm that: I am the taxpayer/Owner of Record, or have a tax revenue interest in this property, or I am the duly authorized attorney for the complainant; and, the statements made and the facts set forth in this complaint are true and correct to the best of my knowledge, and that the above evidence is attached to this complaint.

Owner Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date: \_\_\_\_\_

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**ACTION OF BOARD OF REVIEW (for Internal Use Only)**

LAND: \_\_\_\_\_ BUILDING: \_\_\_\_\_ TOTAL: \_\_\_\_\_ PRORATE: \_\_\_\_\_

**Section 3: Description of Property (required)**

Age of house/Year Built: \_\_\_\_\_ House square footage (SF of living area): \_\_\_\_\_

Construction:  Frame  Brick  Masonry  Steel  Other: \_\_\_\_\_

Design/No. Stories:  1 story  1-1/2 story  2 story  Multi-level Other \_\_\_\_\_

Foundation:  Slab  Crawl  Basement \_\_\_\_\_ Sq. Ft. Finished Area \_\_\_\_\_ Sq.Ft.

Garage/Carport:  Yes  No If Yes, Provide: Attached Sq. Ft. \_\_\_\_\_ Detached Sq.Ft. \_\_\_\_\_

Central Air:  Yes  No Fireplace:  Yes  No Number of Fireplaces: \_\_\_\_\_

Other Improvements: (Patio/Decl/In-ground Pool etc): \_\_\_\_\_

**Section 4: Recent Sale Data (required if checked in section 2)**

The following information regarding the sale of the subject property is required by the Grundy County Board of Review to assist in rendering a decision based on the sale evidence provided by the complainant. It is the policy of the Board that when the complainant supplies evidence of a recent arm's length sale of the property, the complaint will be decided based on the evidence contained in the record. Sales between relatives, under stress, compulsory (court order, divorce, condemnation, etc.), and sales that did not occur within six (6) months prior to, or within twelve (12) months subsequent to the assessment year under appeal, are not considered true indicators of actual value.

**Read carefully and answer all questions.**

Full consideration (sale price: \$ \_\_\_\_\_ Date of sale: \_\_\_\_\_

From whom purchased \_\_\_\_\_

Is the sale of this property a transfer between family or related corporations?  Yes  No

Sold by:  Owner  Realtor  Auction  Other(Describe) \_\_\_\_\_

Name of Realtor firm: Agent: \_\_\_\_\_

Was this property advertised for sale?  No  Yes- For How many days: \_\_\_\_\_

If so, in what manner?  Local Newspaper  Multiple Listing  Other (Describe): \_\_\_\_\_

Was this property sold via:  Installment Contract  Contract for Deed  Foreclosure/Short Sale

Was the seller's mortgage assumed?  No  Yes If yes, specify amount \$ \_\_\_\_\_

If the home was renovated, what amount was spent before occupying \$ \_\_\_\_\_

**Section 5: Comparable Sales/Assessment Equity (required if checked in section 2)**

**A recent appraisal from a State Licensed Appraiser may be substituted in place of this section.**

**Comparable Sales:** Evidence of recent sales of properties comparable to the subject property, including the date of sale, the prices paid, a property record card, and description of each sale showing how it compares to the subject property shall be submitted. **(Note: The comparable sales should be similar to the subject property in size, design, age, amenities, and location.)**

**Assessment Equity:** Evidence of assessments of property similar to the subject property, including current assessment of each property, the property record card for each property, and description of each property demonstrating its comparability to the subject property shall be submitted. **(Note: The assessment comparables should be similar to the subject property in size, design, age, amenities, and location.)**

**A minimum of three (3) comparables must be provided below.**

	SUBJECT PROPERTY	COMPARABLE #1	COMPARABLE #2	COMPARABLE #3
Parcel Number (PIN)				
Address				
Proximity to Subject				
Location (Subdivision)				
Lot/Land Size (Sq.Ft.. or Acres)				
Design (1 sty, 1.5 Sty, Multi-Level)				
Exterior Construction (Brick/Frame/Vinyl/Other)				
Age of Property				
Number of Bathrooms				
Gross Living Area <b>(A)</b> (List Total Square Feet of Living Area)				
Foundation Type (Slab/Crawl/Basement)				
Finished Basement Area (List Finished Square Feet.)				
Central Air (Yes or No)				
Fireplace (Yes or No and list total number)				
Garage – List YES or NO (List number of cars (ie.2 car 3 car)				
Other Improvements (Deck/Patio/In-ground Pool/Pole Bld)				
SALE DATE <b>Must be within last 3 years</b>				
SALE PRICE <b>(B)</b> <b>Must be within last 3 years</b>				
SALE PRICE PER SQ.FT. OF LIVING AREA				
LAND Assessment				
IMPROVEMENT Assessment <b>(C)</b>				
TOTAL Assessment				
IMPROVEMENT Assessment <b>(C/A)</b> Per Sq. Ft of Living Area				

**Section 6: Recent Construction (required if checked in section 2)**

Submit evidence of recent construction of the subject property, including the price paid for the land, and construction of the buildings including all labor. (Note: If the complainant provided any labor or acted as general contractor, evidence of the value of this service should be included with the evidence of the other construction costs.)

Date Land Purchased: \_\_\_\_\_

The improvement was constructed or remodeled, and an addition was added, or other improvements were erected on \_\_\_\_\_ (date).

What was the total cost of the: 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

You must supply, to the Grundy County Board of Review, a Contractor's Affidavit or a written summary of the total cost.

- a. Date the Occupancy Permit was issued: \_\_\_\_\_
- b. Date the improvement was inhabitable/fit for occupancy or intended use \_\_\_\_\_
- c. Date the remodeling was complete \_\_\_\_\_
- d. Date the addition or other improvement(s) was complete \_\_\_\_\_

Did the owner or member of owner's family act as the general contractor?  Yes  No

If yes, what was the estimated value of the service? \$ \_\_\_\_\_

Was any non-compensated labor performed?  Yes  No

If yes, please describe and provide estimated value of labor:

\_\_\_\_\_

**Section 7: Additional Evidence, Comments (required)**

Please attach and label (Subject, Comp #1, Comp #2, etc.) a recent photograph of the Subject Property and Comparable Properties used in this complaint. Additionally, please attach any other information that is relevant to the value of the Subject Property.

Any other comments/statements you would like to be considered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_