

20__ Real Estate Assessment Appeal

Official Use Only	
Date received:	
Received By:	
Franklin County Supervisor of Assessments 901 Public Square, Benton, IL 62812 Phone: (618) 435-9800 Fax: (618) 439-3029 Parcel Number (only one per form)	
Property Owner's Name:	Date:
Parcel Address:	Phone Number:
City: _____ Township _____	Owner's Mailing Address:
Attorney (if applicable)	City: _____, zip _____
	Attorney's Phone:

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PROPERTY TYPE: ☐ Residential-Owner Occupied ☐ Residential-Rental ☐ Commercial
☐ Industrial ☐ Vacant Land ☐ Other

REASON FOR ASSESSMENT COMPLAINT (REQUIRED) CHECK ALL THAT APPLY

- ☐ **Factual Error-** Assessment is based on a property record card description that contains a discrepancy from the actual physical data for my property. (Details of the error(s) must be attached.)
- ☐ **Overvaluation-** The assessment is greater than 1/3 of fair market value. (Sale comparable chart must be completed and/or an appraisal dated within the past 24 months is attached.)
- ☐ **Equity-** The property's equalized assessed valuation (EAV) is greater than the EAVs of other comparable properties in the neighborhood. (Sale comparable/EAV comparable chart must be completed and/or an appraisal dated within the past 24 months is attached.)

☐ **Other-** _____

Owner's Estimate of Market Value of the property as of January 1st, 20____ \$ _____

	Land	Building	Total
20__ assessed value			
Requested assessed value			
BOARD OF REVIEW USE ONLY:			

Please tell us about your property. (REQUIRED)

Acreage: _____ Year Built: _____

Number of stories above ground level: _____ Square footage (outside dimensions) ground level: _____

Foundation: ☐ Crawl ☐ Slab ☐ Basement ☐ Full ☐ Partial ☐ Unfinished ☐ Finished _____ % Finished

Type of Exterior: ☐ Vinyl ☐ Brick ☐ Wood ☐ Mixed ☐ Other _____

Garage: ☐ Attached _____ #Cars ☐ Detached _____ #Cars Carport: ☐ Attached _____ #Cars ☐ Detached _____ #Cars

☐ Other Buildings (please list) _____

#Bedrooms: _____ #Full Baths: _____ #1/2 Baths: _____

Heating System: ☐ Forced Air ☐ Geothermal ☐ Hot Water ☐ Radiant ☐ Other _____

Cooling System: ☐ Central ☐ Window/Wall ☐ None

Amenities: Please mark all that apply. ☐ Fireplace-# _____ ☐ Deck _____ ☐ Porch _____

☐ Patio _____ ☐ In-Ground Pool ☐ Sidewalks ☐ Paved Drive #Cars _____

View: ☐ Lake ☐ Waterfront ☐ Golf Course ☐ Residential ☐ Rural ☐ Other _____

Attach Photos of the front view and the back view of the improvements.

Please describe any improvements and or additions you have made:

Please describe and provide photos of any deterioration/obsolescence that are the bases of your complaint:

How much do you think your house would sell for today \$ _____

Is the property currently or within the past 24 months been listed for sale? NO ☐ YES ☐

If YES, List Price \$ _____

Did you purchase the property in the past 24 months? ☐ No ☐ Yes, if yes complete the following:

Sale Price \$ _____ Amount spent on renovating. \$ _____

From whom did you purchase? _____ Sale Date _____

Is sale between family members or related corporations? _____

Sold by Owner, Realtor, or at auction? _____

Foreclosure, short, bank, or judicial sale? _____ Was property advertised for sale? _____

Other information I would like for the Board to consider.

Property Comparison Grid

Complete this grid if your appeal is based on overvaluation or equity. Pictures must be provided for each property. Provide at least three comparable properties. The comparables should be similar to the subject property in size, design, age, amenities and location. **An appraisal completed within the past 24 months may be submitted in lieu of completion of this comparison grid.**

	Subject Property	Comparable #1	Comparable #2	Comparable #3
Parcel Number				
Address				
Proximity to subject				
Lot/Land Size				
Design/# of Stories				
Exterior Construction				
Age of Property				
Condition				
Square Feet				
# Bedrooms				
#Bathrooms				
Foundation Style-				
Basement-finished or unfinished				
Air Conditioning				
Type of Heat				
# Fireplaces				
Garage or Carport/# Cars				
Porches				
Patio/Deck				
Additional Buildings				
In-Ground Pool				
Paved Driveway				
Date of Sale				
Sale Price				
Land Assessment				
Improvement Assessment				
Total Assessment				
Other				

I swear or affirm that:

I am the record owner for the above-listed property, or the duly authorized attorney for the owner/taxpayer and that the statements made and the facts set forth in the foregoing complaint are true and correct.

I have read the rules of the Board of Review and I have completed all the required pages of this appeal.

Signature _____ Date: _____

Rules for Filing Assessment Complaints

Taxpayers are strongly encouraged to discuss their real estate assessments with the Township Assessor prior to the filing of a complaint with the Board of Review. Many times the reason for the assessment can be made clear eliminating the need for filing a complaint. After talking with the Township Assessor, taxpayers still wishing to pursue an assessment complaint must follow the rules and procedures of the Board. A list of the Township Assessors with their contact information may be requested from the Chief County Assessment Office.

Please note that the time period for filing a complaint regarding tax assessments is not extended while discussing the assessment with the Township Assessor.

In order for your assessment complaint to be considered by the Franklin County Board of Review, The attached form must be fully completed and received no later than 30 days after the publication of the assessment changes for the affected year. This date can be provided by the Chief County Assessment Office.

If you are filing on the basis of **Factual Error**; you must fully complete the attached complaint form and provide evidence in support of your claim. **Photos are required.**

If you are filing on the basis of **Overvaluation**; The Board requires that the complainant's evidence be submitted along with the attached fully completed complaint form and that it includes at a minimum of three recent (within the past 24 months) comparable sales similar to the subject property in size, design, age, amenities and location. **Photos** of the subject property front and back, as well as a front photo of each comparable sale is **REQUIRED**. An appraisal completed within the past 24 months may be submitted in lieu of completion of the comparison grid on page three. Pages one and two must still be completed to **avoid application being denied**.

If you are filing on the basis of **Equity**; The Board requires that the complainant's evidence be submitted along with the attached fully completed complaint form and that it includes at a minimum of three comparable properties similar to the subject property in size, design, age, amenities and location. They must be comparable to your property to be considered. **Photos** of the subject property front and back, as well as a front photo of each comparable sale is **REQUIRED**. An appraisal completed within the past 24 months may be submitted in lieu of completion of the comparison grid on page three. Pages one and two must still be completed to **avoid application being denied**.

The Board of Review will not be making on-site visits to your property. The only information we will have to consider and make a decision with is what you and your Township Assessor provides us with. Photos and documentation are very important.

Complaints must be filed by the Owner of Record or an attorney on behalf of a taxpayer or property owner and must have signed authorization. The authorization must accompany the original complaint form or the form will be returned to the property owner. Attorney representation must be licensed to practice law in Illinois.

Any non-owner representing an owner before the Board of Review is engaged in the practice of law. Only attorneys licensed to practice law in Illinois may file a complaint on behalf of a taxpayer or property owner.

The Board will consider all evidence submitted. All evidence to support the complainant's opinion of market value must be submitted at the time of filing the complaint.

Incomplete Complaint Forms; Incomplete complaint forms will be returned. Complaints that have been returned may be resubmitted, but will not be accepted unless the resubmission meets the filing deadline established in these rules or as required by law. An incomplete complaint form is defined as:

- A complaint form that lacks sufficient information about the property in question or the comparables used including photos.
- A complaint form that is not signed by the property owner or an authorized agent of the property owner.
- A complaint form signed by an agent but is not accompanied by a letter of authorization or other form documenting the agent's authority.
- A complaint form that does not state the requested market value of the property.

Taxpayers are advised that filing a complaint form that is incomplete, without signatures on both pages 3 and 5, or otherwise lacks evidence may result in a dismissal of the complaint.

I swear or affirm that:

I have read the rules for completing this complaint form for the Franklin County Board of Review for a Real Estate Assessment Appeal and I have completed all the required pages of this appeal.

Signature _____ Date: _____

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