

Franklin County Board of Review
Rules for Filing Assessment Complaints

**INSTRUCTIONS FOR FILING A PROPERTY ASSESSMENT
COMPLAINT**

In order for your assessment complaint to be considered by the Franklin County Board of Review, the enclosed 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 Officer.

If you are filing on the basis that the improvement was not completed by the assessment date, you must present evidence in the form of receipts, affidavits from contractors, or other pertinent facts in support of your claim.

If you are filing on the basis of over-valuation, you may submit a recent appraisal on your property or recent sales of similar properties in your area. Recent pictures of the property and comparables must be submitted with your complaint.

If you are filing on the basis of unequal treatment, you must submit three comparable properties along with information about those properties (square footage, age, style, condition). If you want these comparables to be considered, **THEY MUST BE COMPARABLE TO YOUR PROPERTY**. You must include the owner's name, address and PIN. This information is available in the assessment office located at 901 Public Square in Benton.

The Board of Review will not be making on-site visits to your property. The only information they will have to consider will be what's provided by you and the township assessor.

Please make sure all 5 pages of complaint form are completed and signed for your complaint to be reviewed.

Parties that may appear at a hearing before the Board of Review:

- the owner of the property or the taxpayer of the property and/or their attorney
- witnesses accompanying the owner or taxpayer who will testify in the case
- township assessor in affected jurisdiction
- taxing body

All complaints must be signed by the property owner or his/her attorney, or in the case of a company or corporation, a duly authorized employee or officer of the company or corporation or its attorney.

Send all information to:

**Board of Review
901 Public Square
Benton IL 62812
(618) 435-9800**