

Non-Farm Property Assessment Complaint

Complete this complaint form if you object to the assessment for your non-farm property (subject). You must submit the original completed complaint form (2 pgs.) **and** all evidence with an additional one copy of the completed form and all evidence to: The Mercer County Board of Review (see address below). All completed complaint forms, evidence and copies must be submitted to The Mercer County Board of Review within 30 calendar days after publication.

Step 1: Complete the information for the property (subject).

1 _____
Property owner's name

Street address

City _____ State _____ Zip _____

Phone: _____ Email address: _____

Send notice to (if different than above)

2 Name _____

Street address _____

City _____ State _____ Zip _____

(____) _____ - _____

Phone _____

3 Write assessment year for this complaint: 20 ____ ____.

4 Property index number (PIN) from your property tax bill or obtain it from your CCAO. If you are unable to obtain your PIN, provide a legal description on Line b.

a PIN _____

(PIN: permanent index number and/or parcel number) (12digits)

b Legal description - only if unable to obtain your PIN:

5 Property's street address if different than address in Item 1.

Street address _____ IL _____

City _____ Zip _____

Step 2: Check the reason for which you are objecting to the assessment

6 a Property was assessed twice for 20 ____ ____.

6 b Your assessment is *lower* or *higher* than assessments of comparable property in this county. _____

6 c Property was exempt on January 1, 20 ____ ____.

6 d Improvement was not taxable on valuation date. _____

6 e other (incorrect description, homestead, etc.) _____

7 Write and attach any additional information that may be useful to The Mercer County Board of Review:

Step 3: (Line 8) Write the property's (subject) Equalized Assessed Values as of valuation date: (Enter values below)

(Line 9) Write your assessed values that you feel are the correct assessed value. (Enter values below)

8 Write assessed values of your non-farm property (current)

a Land/lot or farm residential home site _____

b Non-farm buildings & structures _____

c Total _____

9 Your estimate as to the correct assessment values:

a Land/lot or farm residential home site _____

b Non-farm buildings & structures _____

c Total _____

10 Is an assessed value reduction of 100,000 or more being requested? (Circle Y or N): **Yes / NO**

11 Do you want to request a hearing? (Circle Y or N) **Yes / No**

Step 3a: Complete the "Comparison Grid Section II" and/or "Section III" (page 2 of 2).

Step 4: Sign and date (below)

Property owner's or authorized representative's signature

____/____/_____
Date

Step 5: Deliver or mail completed complaint form and all other evidence to this address:

The Mercer County Board of Review, Mercer County Courthouse, 100 SE 3rd Street, Aledo IL 61231

You may obtain The Mercer County Board of Review forms, rules and procedures from the Mercer County website: mercercountyil.org

For more information phone: (309) 582-7814.

Comparison Grid (Section II)	Subject (owner)	Comparable #1	Comparable #2	Comparable #3
Site Address				
PIN (permanent index #)				
Sale Price				
Date of Sale				
Location				
Lot size or acres				
Design(Ranch, 2 Story ,etc)				
Exterior Const(Brick/Frame)				
Age (year built)				
Condition (AVG, Poor, etc)				
Bedrooms #				
Bathrooms #				
Sq. Ft. of Living Area*				
Basement (Crawl/Slab,etc)				
Finished Basement (Sq. Ft.)				
Air Conditioning(yes or No)				
Fireplace				
Garage (Attached/unattach)				
Porch (OFP, EFP, etc) Sq. Ft.				
Deck Sq. Ft.				
Patio (concrete, Brick)Sq. Ft.				
Pool-inground/above)Sq. Ft.				
Other buildings				
Land Assessed Value				
Building Assessed Value*				
Total Assessed Value				
Assessed Value per Sq. Ft.*				

(Building AV/Sq.Ft. Living area= AV per sq ft)*

<p>Section III <i>(Complete this section <u>ONLY</u> if the property was recently purchased)</i></p>
<p>Sale Price: _____ Date of Sale: _____</p>
<p>Was this sale a transfer between family or relatives? Yes or no</p>
<p>Was the property sold at auction? Yes or no</p>
<p>Was the property advertised for sale? Yes or no How long? (years/months) _____</p>
<p>Was this sale in a settlement of contract or foreclosure? _____</p>
<p>What renovations have been completed by you before or after occupying? _____</p>
<p>Please attach any additional information you wish to submit _____</p>
<p>Date: _____ Owner Signature : _____</p>