

Non-Farm Property Assessment Complaint Form

Official Use Only:

Docket: 2019-

Complete this complaint form if you object to the assessment, **NOT your tax bill**, for your non-farm property. You must submit the original completed complaint form (2 pgs.) and all other information to: The Mercer County Board of Review (address below). All completed complaint forms and evidence 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 address)

2. Name _____
Street address _____

City State Zip
(____) ____-____
Phone _____

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: ex. (00-00-00-000-000) (12digits)
b. Legal description (only if you are unable to locate your PIN)

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

Street address _____ IL _____
City _____ Zip _____

3. Write the **assessment year** for the filing of this complaint: **20** ____ ____.

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

6. a Property was assessed twice for 20 ____ ____.
b Your assessment is *lower* or *higher* than assessments of comparable property in this county. _____
c Property was exempt on January 1, 20 ____ ____.

d Improvement was not taxable on valuation date. _____
e other (incorrect description, homestead, etc.) _____

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

Step 3:

8. Write current assessed values of your non-farm property below:

Assessed value = Market Value divided by 3

a Land-lot or farm residential home site _____
b Non-farm buildings & structures _____
c Total _____

9. Write your estimate of assessed values below:

Assessed value = Market Value divided by 3

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) **Yes / No**

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

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

Step 4: Sign and date:

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)*

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

Please attach any additional information you wish to submit _____

Date: _____ Owner Signature : _____