

RETURN TO:  
Champaign County Board of Review  
Champaign County  
1776 East Washington Street  
Urbana, IL 61802-4581  
www.co.champaign.il.us  
bor@co.champaign.il.us (217)384-3758

FOR TAX YEAR 2023

PIN: \_\_\_\_\_

RESIDENTIAL REAL ESTATE ASSESSMENT COMPLAINT FORM

Docket # (Office use only) \_\_\_\_\_

NOTE: A SEPARATE COMPLAINT MUST BE FILED ON EACH PIECE OF PROPERTY

Owner's Name: \_\_\_\_\_

Township: \_\_\_\_\_

PIN#: \_\_\_\_\_

Property Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Complainant Home/Cell#: \_\_\_\_\_

Complainant Email Address: \_\_\_\_\_

Mail decision to: (complete *only* if different from property owner/property address):

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-Mail \_\_\_\_\_

Day Phone: \_\_\_\_\_

WHAT DO YOU THINK A FAIR MARKET VALUE OF YOUR HOME SHOULD BE?

PROPOSED PROPERTY ASSESSMENT

\$ \_\_\_\_\_  
(Please Fill In—Your opinion of value as of January 1, 2023)

DIVIDED BY 3 = \_\_\_\_\_  
(Please Fill In—What you think your assessment SHOULD be as of January 1, 2023)

IF YOU ARE APPEALING UNIFORMITY, OR SALES COMPARISONS, THE GRID SHEET (PAGE 3) MUST BE FILLED OUT AND SUBMITTED WITH APPEAL.

PLEASE SUBMIT 2 COPIES OF APPEAL AND 2 COPIES OF EVIDENCE

I am filing an assessment complaint because:

I recently purchased this property for less than the current assessment. Purchase price \$ \_\_\_\_\_ Date \_\_\_\_\_  
(Please submit a copy of the settlement sheet)

I have an appraisal within the past 24 months that shows my assessment is too high. Appraised value \$ \_\_\_\_\_  
(Please provide a copy of the appraisal)

My property is listed for sale for less than the current assessment. List price \$ \_\_\_\_\_  
(Please provide a copy of the listing).

My assessment is higher than comparable properties in my neighborhood. Please attach evidence.

Have you recently tried to sell this property?: Yes or No (If yes, date offered \_\_\_\_\_ Amount \$ \_\_\_\_\_)

Check all that apply:  Property occupied by Owner  Property occupied by Tenant(s) for total monthly rent of \$ \_\_\_\_\_

If you list this property for sale after filing an assessment complaint, you MUST notify the Board of Review.

CURRENT ASSESSMENT

LAND:

BUILDING:

TOTAL:

BOARD OF REVIEW USE ONLY: BOR ASSESSMENT

LAND:

BUILDING:

TOTAL:

Number of stories above ground level \_\_\_\_\_ Year built \_\_\_\_\_ Square footage above ground \_\_\_\_\_

Type of exterior: \_\_\_\_\_ Vinyl \_\_\_\_\_ Brick \_\_\_\_\_ Wood \_\_\_\_\_ Other: \_\_\_\_\_

Foundation: \_\_\_\_\_ Crawl \_\_\_\_\_ Slab \_\_\_\_\_ Basement: \_\_\_\_\_ full \_\_\_\_\_ partial \_\_\_\_\_ unfinished \_\_\_\_\_ % finished

Garage: \_\_\_\_\_ # cars \_\_\_\_\_ attached \_\_\_\_\_ detached

#bedrooms: \_\_\_\_\_ # full baths: \_\_\_\_\_ # 1/2 baths: \_\_\_\_\_

Heating system: \_\_\_\_\_ FA \_\_\_\_\_ geothermal \_\_\_\_\_ Hot H2O \_\_\_\_\_ other: \_\_\_\_\_

Air Conditioning: \_\_\_\_\_ central air \_\_\_\_\_ window \_\_\_\_\_ none

Amenities: Please indicate number of each:

\_\_\_\_\_ fireplace \_\_\_\_\_ deck \_\_\_\_\_ open porch \_\_\_\_\_ enclosed porch \_\_\_\_\_ patio \_\_\_\_\_ fence

\_\_\_\_\_ sunroom \_\_\_\_\_ in-ground pool \_\_\_\_\_ other buildings/sheds—describe: \_\_\_\_\_

View: \_\_\_\_\_ Lake or pond \_\_\_\_\_ Golf course view \_\_\_\_\_ Other: \_\_\_\_\_

Please describe any improvements and/or additions you have made in the past 2 years:

Please describe any improvements you plan on making:

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

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**Oath:** I do solemnly affirm that the statements made and the facts set forth in the foregoing complaint are true and correct to the best of my knowledge.

**OWNER'S SIGNATURE** \_\_\_\_\_

**IF REPRESENTED BY AN ATTORNEY, OWNER'S SIGNATURE OR SEPARATE LETTER OF AUTHORIZATION IS REQUIRED, AND 2 COPIES OF AUTHORIZATION MUST BE SUBMITTED WITH THIS FILING. ATTORNEY MUST BE LICENSED IN ILLINOIS.**

ATTORNEY or AGENT'S NAME \_\_\_\_\_ ATTORNEY or AGENT'S SIGNATURE \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**RESIDENTIAL COMPARISON GRID**

Please complete the Residential Comparison Grid if your appeal is based on uniformity or excessive market value. Information necessary to complete this form is available from your local township assessor, and from your own first hand knowledge of comparable properties.

A copy of your information will be sent to your local township assessor.

**\*\*MINIMUM 3 COMPARABLES, MAXIMUM 5 COMPARABLES\*\***

	SUBJECT PROPERTY	COMPARABLE #1	COMPARABLE #2	COMPARABLE #3
Permanent Parcel Number				
Street Address				
Proximity to Subject				
Lot Size/Acreage				
**Structure Type/Style/Number of Stories				
Exterior Construction				
Age of Property				
Number of Bathrooms (full and half)				
Living Area (square feet) Per assessor's Property Record Card				
Basement Area (square feet)				
Finished Basement area (yes or no, percentage of finished area)				
Air Conditioning/Heating				
Fireplace				
Garage or carport—# of cars				
Patio/Deck/Fence				
Number of Bedrooms				
Date of Sale				
Sale Price (within last 3 years)				
Sale price per square foot (sale price divided by living area from above)				
Market Value Per Assessor				
Market Value per square foot (market value divided by living area from above)				
Land Assessment				
Building Assessment				
Total Assessment				
Building Assessment per square foot (bldg. assessment divided by living area from above)				

\*\* This is a VERY important category of information