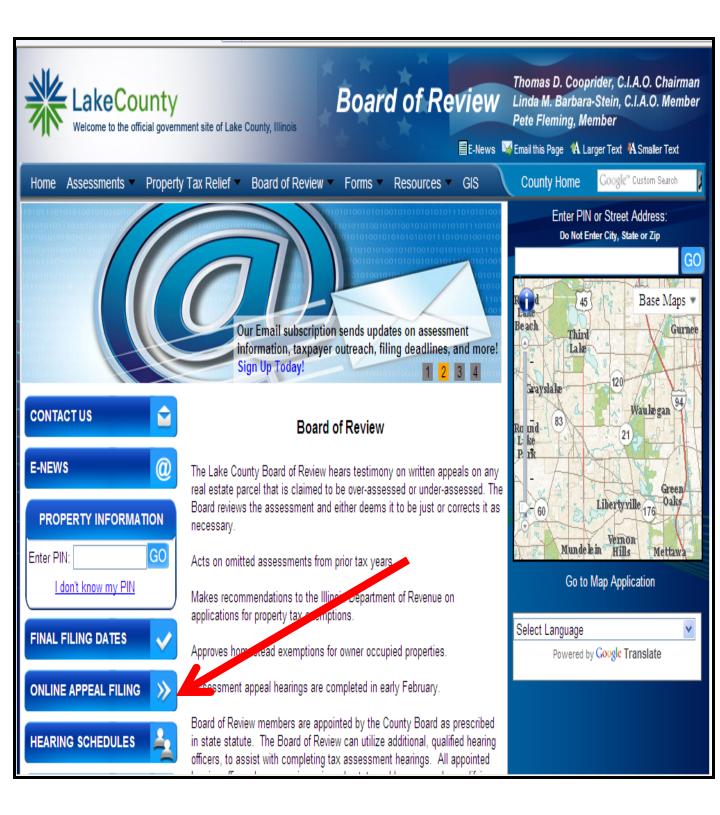


# Using the Lake County Board of Review E-Filing System

Lake County Board of Review 18 N County St – 7<sup>th</sup> Floor Waukegan, IL 60085 To begin, go to <u>http://boardofreview.lakecountyil.gov</u>, and click the Online Appeal Filing button on the left-hand side of the screen.



## User Login

							Linai uns raye en Li	arger text an onialier text	
Home Assessme	nts 🔻	Property Tax Relief 👻	Board of Review -	Forms 🔻	Resources *	GIS	County Home	Google <sup>™</sup> Custom Search	9
Assessor Website   Ass	essments	test-appeals							
Login									
Step 1: Enter y	our Pl	N or Address below	and click the Sub	omit butto	n.				
PIN: Submit P	PIN		* Street Num Street Dire * Street Nam Street Type * Zip (5 digits	ction: ne: e: s):	V Submit Address		h		
Agents click here	2				Submit Address	Reset	]		
For assistance w	/ith this	e-filing application du	iring normal busine:	ss hours (8	:30 AM to 5:00	) PM Centra	al), call the Chief	County Assessme	nt

If you are not an Attorney you will need to begin by entering either a PIN number or Address and click Submit. You will then be prompted to enter the corresponding key code for the parcel. The key code can be found in the upper right corner of the blue assessment notice. If by chance you have misplaced the notice, you may call the Chief County Assessment Office (847-377-2050) and a staff member will provide the key code to you.

Attorney's will begin by clicking the "Attorneys click here" link, and will then be prompted to enter in the User Name and password. If you do not have an Agent ID and password and would like one, you will need to fill out a <u>registration form</u> and submit it to the Chief County Assessment Office. You will then be prompted to enter in your first PIN Number.

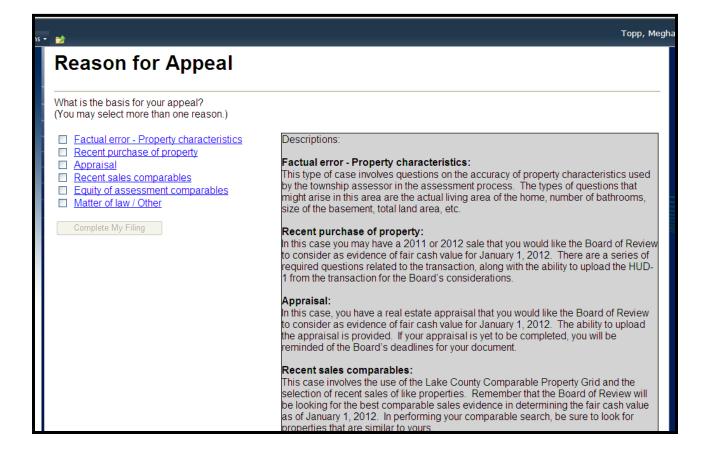
Home	Assessm	ients -	Property Tax	Relief -	Board of Review	Forms -	Resources -	GIS
Assessor	Website   Bo	oard of Rev	/iew   Online Ap	peal Filing				
Att	orne	ey L	ogin					
Attorn	neys: En	ter you	ir User Nam	e and Pa	assword and click	the Login	button to be	gin.
User I	Name:							
Passv	word:							
Login								
<u>Taxpa</u>	yers click	here						

#### **Terms and Conditions**

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Terms and Conditions Notification
The Libertyville Township final filing date is 9/24/2012.
To submit an appeal using the online appeal filing application, the user must complete all of the required steps and electronically submit the appeal by the published township filing date. The Board of Review will <b>not</b> recognize incomplete e-filings as a completed appeal submission. By checking the "I acknowledge" box below, the user understands and accepts these requirements.
If you have problems with the online application, remember that you are able to utilize the fillable forms and the Lake County Comparable Property grid from our Web site and be posted using regular mail or Fed Ex (after 5PM).
For assistance with this e-filing application during normal business hours (8:30 AM to 5:00 PM Central), call the Chief County Assessment Office at 847-377-2050 or e-mail the office at Assessor@lakecountyil.gov.
Please Note: The online appeal application depends upon the successful operation of many electronic systems, each beyond the control of the Board of Review. Lake County cannot guarantee the availability of the online application, and the Board highly recommends appellants not wait until a filing deadline to submit their appeals online. Filing deadlines are fixed and not extended if, for some reason, the online application is unavailable.
I acknowledge and accept the above terms.
Continue
Logout
Now: 8/27/2012 2:45:15 PM, Final filing date: 9/24/2012 11:59:00 PM

Once a taxpayer has entered their first PIN or Address, a Terms and Conditions notification screen will be displayed. Please read the text, check the acknowledgement box, and then click Continue when you are ready to start your appeal. (Attorneys will not get this screen.)

#### **Reason For Appeal**



You will now be at the Reasons For Appeal screen. On the right side of the screen there are descriptions for the types of appeals that can be chosen. Click on your first Reason to start the next step.

### Factual Error

2			горр, мі	
Factual E	Error - Prop	perty Characteristic	cs	
Property Tax Ass	essment Information			
	ty Address 11-21-219-018 406 MEADOW LN LIBERTYVILLE 60048 \$58,622 \$57,113 \$115,735 Libertyville	Neighborhood Number: Neighborhood Name: Property Class: Class Description: Total Land Square Footage: House Type Code: Structure Type / Stories: Exterior Cover: Multi Year Con We strongly encourage all pro Qua		for
		Num 359 Merrill Court Num Libertyville, IL 60048 Phone: 847-362-5900 Hours: M-F 8:30-4:30 Web site: E-mail:		_
		If you wish to continue with the (survey, photos, etc.).	is basis of appeal, please explain the discrepancy below and/or upload supporting documentati	on
		Explanation (maximum 1500	characters):	X
		Upload supporting document	Browse	
		Upload (Your file must be le	ess than 4MB in size.)	_

When selecting Factual Error, the first screen you will come to is the property characteristics for the parcel. This information comes directly from the township assessor's office property records. It is best to contact the township assessor's office to discuss this type of case, prior to filing an appeal. If you wish to file on this basis of appeal, you will need to describe your factual error in the given text box, and/or upload a saved document.

When you have completed your work on this screen, click "Save and Continue", and your information will be saved and attached to your appeal file. If you click "Cancel", any information entered will not be saved, and will not be attached to the appeal.

### **Recent Purchase of Property**

Assessor Website   Assessments   test-appeals
Recent Purchase of Property
Note: Items marked with an asterisk (*) are required.
* 1.) Please upload a copy of the HUD-1/Settlement Statement from the recent sale.
Browse
Upload (Your file must be less than 4MB in size.)
View an <u>Example HUD-1</u> (PDF). View an <u>Example Settlement Statement</u> (PDF).
* 2.) Did the sale involve more than one PIN?
OYes ONo ONot Sure
* 3.) What was the date of transaction?
(MM/DD/YYYY format)
* 4.) Purchase price:
\$

This reason is directed toward residential property transfers within the year before the assessment date (2012) and the current year (2013). The Board of Review expects to receive a copy of the HUD-1 or Settlement Statement from closing, which can be uploaded on this page.

There is also a set of questions related to the transaction that must be completed in order to submit this reason. In addition, there is a text field that allows you to provide the Board of Review additional comments related to the sale.

If you are using a late current year sale (late 2013), it may be advisable to also upload the PTAX-203 from your recent transaction .

When you have completed your work on this screen, click "Save and Continue", and your information will be saved and attached to your appeal file. If you click "Cancel", any information entered will not be saved, and will not be attached to the appeal.

# Appraisal

Welcome to t	he official government site of I	Lake County, Illinois				nty Assessment Officer
Home Assessments	<ul> <li>Property Tax Relief</li> </ul>	<ul> <li>Board of Review</li> </ul>	= Forms = Re	sources = GIS	County Hon	Google" Custom Search
Assessor Website   Assessn	ents   test-appeals					
Appraisa	al					
Please upload th	e supporting docume	ntation for your app	raisal.			
		(	Browse			
Upload (Your file	e must be less than 4	MB in size.)				
	h					the Deced (income and
post mark) within	fourteen (14) calenda	ar days of the filing o	deadline for res	idential prope	rties or within thirty	the Board (irrespectiv (30) calendar days of
filing deadline for BoardOfReview@	commercial propertie <u>lakecountyil.gov</u> .	es. The appraisal c	an be submitte	d within this a	pplication, or a PDI	F file can be sent to
I will submit m	appraisal by the date	e described above.	Libertyville Tov	vnship's final f	iling date is 9/24/2	012
	s will be a reduction of				-	
2						
OYes ONo O	NOT SUITE					

If you are using a real estate appraisal from a State licensed appraiser, here is where you can upload that document. If you are taking advantage of the 14 or 30 day grace periods to submit the appraisal, you must click the check box shown above. When you have uploaded the appraisal you will receive the message "file uploaded successfully".

Any appraisals sent after the filing deadline should be emailed to <u>Assessor@lakecountyil.gov</u>.

When you have completed your work on this screen, click "Save and Continue", and your information will be saved and attached to your appeal file. If you click "Cancel", any information entered will not be saved, and will not be attached to the appeal.

# **Recent Sale Comparables**

; •	D							Торр, М
	Property	Tay	x Asse	essme	nt Inf	orma	tion	for
	Compara	ble	s 112	12190	18			1121220002         415210 AVE         1520         34         1.5         2050         3           1121215026         436 SUNIVISIDE AVE         1948         52         1.5         1976         5
	Comparable properti PIN: 1121219018 406 MEADOW LN LIBERTYVILLE 6004			own PIN nun	erties from the nbers for a tota omparable Fori	al of three pro	perties	Option 3: Combine best results from Options 1 and 2 or use three parcels of your choosing.           Taxpayer selected PIN 1           Taxpayer selected PIN 2           Taxpayer selected PIN 3
	Option 1: Search with Option 2: Search pro Option 3: Combine be Compare within: Neighborhood Distance	perties b	y distance fr	om the subje	ect property.	rcels of your c	hoosin	When submitting comparables as evidence for equity appeals, it is preferable to select the best three (3) comparables. Comparables should be located near the subject and/or in the same neighborhood. They should be similar in style (e.g., ranch, 2-story, split-level, etc.), construction (e.g., brick, frame, with or without a basement, etc.), age, size (e.g., square footage of lot and building), quality and condition to the subject. If comparables are not located in the subject's neighborhood, additional explanation may be needed to confirm their similarity. PLEASE NOTE: This web application is optimized for use with Internet Explorer. Users of other browsers such as Mozilla FireFox or Safari may not be table to access all of the features of this application.
	SUBJECT	Yr Built	House Type	Stories	Living Area	Market Value		
	PROPERTY Select PIN	1947 <u>Add</u>	62 tress	2.0 <u>Year</u> Built	2312 House Type <u>Stori</u>	\$347,241.00 es <u>Living</u> Area	Sale D	
	✓ <u>1121222007</u>	431 MEA	ADOW LN	1948	52 1.6		3/10/2	Guide to Your Assessment Generate Comparable Form
	✓ <u>1122104004</u>	F	KINGHAM PL	1947	64 2.0			11 \$434,000 Qualified 1668 ft MAP

When Recent Sale Comparables is chosen, the computer generates a list of potential comparables similar to the subject property.

-Choose comparables that are the most similar in style (e.g. ranch, 2-story, split-level, etc.), construction (e.g. brick, frame, with or without basement, etc.), age, size (square footage of lot and building), quality and condition to the subject property. They should also be located near the subject property and/or in the same neighborhood.

Comparable data can be sorted by clicking on each column heading.

If you are not satisfied with your initial results, there is an option to search by distance. (circled in red above) If you choose to use the distance option you still want to choose the best 3 comparables most similar and closest to the subject property.

Choose three comparable properties by clicking the check box in the Select column.

If you are not satisfied with the comparables that are generated, or if you have a particular properties in mind to use in your comparison, you can enter 3 properties of you choosing. using the box shown below that will appear at the bottom of the pick list

1	Taxpayer selected PIN 1
1	Taxpayer selected PIN 2
1	Taxpayer selected PIN 3

Once your comparables have been chosen, scroll to the bottom of the page and click **Generate Comparable** Form (circled above in blue).

# **Recent Sale Comparables Continued**

#### **Recent Sales Comparables**

	Print Version   Clo									
	Comparable Assessment Grid By Recent Sales									
This Residential Comparison grid			mitv or market value.	Information						
necessary for appeal has been au	tomatically added to	the grid from Lake	County property recor	ds, of which are						
available for review at your local to to provide appellants with townshi			Review strongly encou	rages assessors						
to provide appellants with townshi	Subject	Comp #1	Comp #2	Comp #3						
Permanent Index Number	1121219018	1121222007	1122104004	Comp #5						
	406 MEADOW		422 BUCKINGHAM							
Street Address	406 MEADOW LN	431 WEADOW LN	422 BUCKINGHAM PL							
Neighborhood Number	1121400	1121400	1121400							
Neighborhood Name	COPELAND MANOR - NORTH	COPELAND MANOR - NORTH	COPELAND MANOR - NORTH							
Distance	N/A	0.07 mi	0.32 mi							
Land Size	8,301	9,110	8,400							
House Type Code	62	52	64							
Structure Type / Stories	2.0	1.5	2.0							
Exterior Cover	Brick	Wood siding	Brick							
Quality Grade	Avg+	AV++	AV++							
Condition	Average	Average	Average							
Year Built / Effective Age	1947 / 1954	1948 / 1981	1947 / 1986	1						
Land Assessed Value	\$58,622	\$58,622	\$57,732							
Building Assessed Value	\$57,113	\$72,181	\$70,357							
Total Assessed Value	\$115,735	\$130,803	\$128,089							

Your comparable grid will now appear. <u>It is recommended that prior to adding the</u> <u>comparison grid as evidence, use the Print Version command to print a copy for your</u> <u>records</u>. Once the grid is submitted you will not have the option to print from this application. However, evidence files will be available the day after you submit your appeal, through the Evidence and Schedule Lookup page on the Board of Review Website and can be printed then.

To submit this comparison grid as evidence you must click the "Save as Evidence" box, and then choose "Done", this will ensure that your saved grid will be attached to your filing. Once a grid has been saved as evidence the only way it can be deleted from your appeal submission is by contacting our office directly at <u>boardofreview@lakecountyil.gov</u> (email ) or 847-377-2100 (phone). You will then be asked if you would like to submit additional grids or go back to the Reason For Appeal screen.

If you do not want to submit the comparison grid as evidence, you can either click the "Back" button on your web browser to be brought back to your pick list, or click "Cancel". If you choose "Cancel" you will be brought back to the Reasons For Appeal Screen.

### Equity of Assessment Comparables

500 Fe	eet 💌										
		Yr Built	House Type	Stories	Living Area	Assessed Value					
	SJECT OPERTY	1947	62	2.0	2312	\$115,735					
Select	PIN		Address		Year Built	House Type	Stories	Living Area	Assessment Value	Distance	Map
	<u>1121223012</u>		610 LINCOLN	AVE	1948	42	1.0	2337	\$146,523	1052 ft	MAP
	<u>1121227005</u>		424 2ND A	VE	1950	42	1.0	2286	\$130,467	798 ft	MAP
	<u>1121219002</u>	40	05 SUNNYSID	E AVE	1926	63	2.0	2268	\$130,021	178 ft	MAP
	<u>1121231004</u>	422	2 WRIGHTWO	OD TER	1947	62	2.0	2372	\$141,523	1415 ft	MAP
	<u>1121219009</u>	50	01 SUNNYSID	E AVE	1958	42	1.0	2214	\$151,319	416 ft	MAP
✓	<u>1122104010</u>	4	429 HAMPTO	N TER	1948	64	2.0	2201	\$138,489	1808 ft	MAP
✓	<u>1121222007</u>		431 MEADO	N LN	1948	52	1.5	2200	\$130 <mark>,</mark> 803	344 ft	MAP
✓	<u>1121225019</u>		457 PRAIRIE	AVE	1939	34	2.0	2197	\$132,885	852 ft	MAP
	<u>1121227009</u>		423 WINDSOF	R TER	1946	62	2.0	2436	\$114,370	744 ft	MAP
	<u>1121222017</u>		318 2ND A	VE	1950	52	1.5	2455	\$130,154	387 ft	MAP
	<u>1122104004</u>	42	22 BUCKINGH	IAM PL	1947	64	2.0	2125	\$128,089	1668 ft	MAP
	<u>1122104002</u>	40	08 BUCKINGH	IAM PL	1947	64	2.0	2501	\$152,480	1608 ft	MAP
	<u>1121217019</u>		120 LINCOLN	AVE	1970	64	2.0	2100	\$125,192	635 ft	MAP
	1121229002	41			1930	34	2.0	2528	\$157,580	858 <del>f</del>	MAP

When Equity of Assessment Comparables is chosen, the computer generates a list of potential comparables similar to the subject property.

- Choose comparables that are the most similar in style (e.g. ranch, 2-story, split-level, etc.), construction (e.g. brick, frame, with or without basement, etc.), age, size (square footage of lot and building), quality and condition to the subject property. They should also be located near the subject property and/or in the same neighborhood.

Comparable data can be sorted by clicking on each column heading.

If you are not satisfied with your initial results, there is an option to search by distance. If you choose to use the distance option you still want to choose the best 3 comparables most similar and closest to the subject property.

Choose three comparable properties by clicking the check box in the Select column.

If you are not satisfied with the comparables that are generated, or if you have a particular properties in mind to use in your comparison, you can enter 3 properties of you choosing using the box shown below that will appear at the bottom of the pick list

-	Taxpayer selected PIN 1
	Taxpayer selected PIN 2
1	Taxpayer selected PIN 3

O Distance

Once your comparables have been chosen, scroll to the bottom of the page and click **Generate Comparable** Form .

# Equity of Assessment Comparables Continued

				Print Version   Close				
Comparable Assessment Grid By Assessment Equity This Residential Comparison grid can be used for appeals based on uniformity or market value. Information necessary for appeal has been automatically added to the grid from Lake County property records, of which are available for review at your local township assessors office. The Board of Review strongly encourages assessors								
to provide appellants with townshi								
	Subject	Comp #1	Comp #2	Comp #3				
Permanent Index Number	1121219018	1122104010	1121222007	1121225019				
Street Address	406 MEADOW LN	429 HAMPTON TER	431 MEADOW LN	457 PRAIRIE AVE				
Neighborhood Number	1121400	1121400	1121400	1121400				
Neighborhood Name	COPELAND MANOR - NORTH	COPELAND MANOR - NORTH	COPELAND MANOR - NORTH	COPELAND MANOR - NORTH				
Distance	N/A	0.34 mi	0.07 mi	0.16 mi				
Land Size	8,301	8,298	9,110	7,239				
House Type Code	62	64	52	34				
Structure Type / Stories	2.0	2.0	1.5	2.0				
Exterior Cover	Brick	Brick	Wood siding	Brick				
Quality Grade	Avg+	Gd-	AV++	Good				
Condition	Average	Average	Average	Average				
Year Built / Effective Age	1947 / 1954	1948 / 1993	1948 / 1981	1939 / 1954				
Land Assessed Value	\$58,622	\$57,732	\$58,622	\$53,293				
Building Assessed Value	\$57,113	\$80,757	\$72,181	\$79,592				
Total Assessed Value	\$115,735	\$138,489	\$130,803	\$132,885				
Level Menhot Velue	\$175.000	\$172 212	¢175 000	\$150 904				

Your comparable grid will now appear. <u>It is recommended that prior to adding the</u> <u>comparison grid as evidence, use the Print Version command to print a copy for your</u> <u>records</u>. Once the grid is submitted you will not have the option to print from this application. However, evidence files will be available the day after you submit your appeal, through the Evidence and Schedule Lookup page on the Board of Review Website and can be printed then.

To submit this comparison grid as evidence you must click the "Save as Evidence" box, and then choose "Done", this will ensure that your saved grid will be attached to your filing. Once a grid has been saved as evidence the only way it can be deleted from your appeal submission is by contacting our office directly at <u>boardofreview@lakecountyil.gov</u> (email) or 847-377-2100 (phone). You will then be asked if you would like to submit additional grids or go back to the Reason For Appeal screen.

If you do not want to submit the comparison grid as evidence, you can either click the "Back" button on your web browser to be brought back to your pick list, or click "Cancel". If you choose "Cancel" you will be brought back to the Reasons For Appeal Screen.

#### Matter of Law

Welcome to the official government site of Lake County, Illinois	Chief Co Martin P. Pauls	on, M.B.A., M.S.	, Chief County A	ent Office ssessment Officer arger Text A Smaller Text
Home Assessments - Property Tax Relief - Board of Review -	Forms - Resources	s – GIS	County Home	Google™ Custom Search 👂
Assessor Website   Assessments   test-appeals				
Matter of Law				
				1
Enter text below (maximum 3000 characters):				~
				>
Upload and attach legal brief:	owse			

When Matter of Law is chosen, you are given a text box to explain your case, along with the ability to upload a document (ex. Legal brief). To complete a Matter of Law filing you must provide an explanation in the text box or upload an evidence file to be able to check "Done".

When you have completed your work on this screen, click "Save and Continue", and your information will be saved and attached to your appeal file. If you click "Cancel", any information entered will not be saved, and will not be attached to the appeal.

#### **Appeal Form**

Appeal Form					
Note: Items mark	Note: Items marked with an asterisk (*) are required.				
Property (Situs	) Address				
PIN:	11-21-219-018				
Address line 1: Address line 2:	406 MEADOW LN				
City:	LIBERTYVILLE				
State:	ILL				
Zip:	60048				
Township:	Township: Libertyville				
Appella	ant Contact Information				
* First name:	MAURA				
Middle name:					
* Last name:	KING				
Organization:					
* Address line 1	406 MEADOW LN				
Address line 2:					
* City:	LIBERTYVILLE				
* State:	IL				

When the chosen reasons are complete and all evidence is uploaded, you are ready to click the "Complete My Filing" button on the bottom of the Appeal Reasons screen.

The Appeal Form screen will now display . Fill in all required fields.

There are three ways you can proceed:

**Back To Reason for Appeal page**: this will bring you back to the Reasons for Appeal screen.

<u>Save and Come Back Later</u>: If you would like to save your appeal, but submit it at a later date, then you may choose this option.

**<u>Review and Submit</u>**: Choose this when you are ready to complete your appeal submission. This step must be completed for the Board of Review to docket the appeal. Appeal files that have not been completed will not be reviewed by the Board of Review.

Review	and	Su	bm	it

Review and Submit				
<i>(</i>				
	Online Appeal Filing Summary			
PIN:	11-21-219-018			
Appellant Contact Information	-			
First name:	MAURA			
Middle name:				
Last name:	KING			
Organization:				
Address line 1:	406 MEADOW LN			
Address line 2:				
City:	LIBERTYVILLE			
State:	IL			
Zip:	60048-2929			
Primary e-mail:	mtopp2@lakecountyil.gov			
Secondary e-mail:				
Primary phone:	8473772192			
Secondary phone:				
Appeal Form				
Current land assessment:	\$58,622			
Current building assessment:	\$57,113			

Use the Review and Submit screen to double check all of the information that will be submitted on your case. This report may be printed for your records.

#### <u>To finalize the assessment appeal, you must click the "Submit Appeal" button on the bottom of the Review and Submit screen.</u>

A confirmation screen will then be generated, and the filing will be complete.





#### ATTORNEYS:

Once you have received confirmation of your appeal submission and then click "OK", the program will ask if you would like to file another appeal.