

Docket No. _____

COMMERCIAL APPEAL
Boone County Board of Review
1208 Logan Avenue
Belvidere, IL 61008
(815)544-2958
(815)544-3365 – Fax

For Assessment Year 20__ __

SECTION I

This form must be completed and submitted to the Boone County Board of Review within (30) thirty days of the publication of the current assessments by the Boone County Supervisor of Assessments in the Boone County Journal according to the Illinois Property Tax Code. **ALL EVIDENCE MUST BE SUBMITTED WITH THIS FULLY COMPLETED FORM AT THE TIME OF SUBMITTING THE APPEAL.** A separate appeal must be filed for each parcel.

SECTION II AND III MUST BE COMPLETED FOR THE BOONE COUNTY BOARD OF REVIEW TO CONSIDER THE APPEAL.

SECTION II

Appellant Information

Last Name _____
First Name _____

Address Line 1 _____
Address Line 2 _____
City _____
State, Zip _____
Telephone _____

Information on Attorney for Appellant

Last Name _____
First Name _____
Firm Name _____
Address Line 1 _____
Address Line 2 _____
City _____
State, Zip _____
Telephone _____

2a Property ID No. (P.I.N.) _____ Township _____

Property Address _____

2b The assessments of the property for the year as made by the: (1 P.I.N. only)

1. Assessor	Land	_____	Impr.	_____	Total	_____
2. County Assessment Office	Land	_____	Impr.	_____	Total	_____
3. Appellant's Claim	Land	_____	Impr.	_____	Total	_____

NOTE: Lines 1 through 3 above **MUST** be completed. Information for lines 1 and 2 is available from the Township Assessor or County Assessment Office.

2c Date _____ Signature _____
Attorney or Appellant Only

2d This appeal is based on (you must check one or more boxes):

- Recent Sale – Complete Section IV
- Assessment Equity – Complete Section V
- Comparable Sales – Complete Section V
- Recent Construction – Complete Section VI
- Contention of Law – Submit Legal Brief
- Recent Appraisal

NOTE: IF AN APPRAISAL IS SUBMITTED SECTIONS III THROUGH VII DO NOT NEED TO BE COMPLETED.

Section III – Description of Property

Land Size (indicate square feet or acres): _____

Number of Buildings _____ Building Size(square feet): _____

Number of Floors: _____ Square Footage per Floor: _____

Construction: Frame Brick Steel Other _____

Basement: Yes No Basement Use: _____

Other Improvements: _____

List the use of the building and the square footage attributable to that use:

Office Space: Yes No Square Footage: _____

Warehouse: Yes No Square Footage: _____

Apartments: Yes No Number of Apartments: _____

Retail: Yes No Square Footage: _____

Other: _____ Square Footage: _____

If there is more than one building on this parcel, provide the following information:

Building #1	Age	_____	Size	_____	Use	_____
Building #2	Age	_____	Size	_____	Use	_____
Building #3	Age	_____	Size	_____	Use	_____

Section IV – Recent Sale Data

Generally, the price of a recently sold property is considered the best evidence of value. The more proximate in time the sale occurs to the assessment date of your appeal, the more relevant the evidence becomes in establishing the market value of the property. You must submit a valid settlement statement, sales contract and Real Estate Declaration for recent sale consideration.

Read carefully and answer all questions.

Full Consideration(sale price): \$ _____ Date of Sale: _____

From whom purchased: _____

Is the sale of this property a transfer between related parties or related corporations? Yes No

Sold by: Owner Realtor Auction Other: _____

Name of Realtor firm: _____ Agent: _____

Was the property advertised for sale? Yes No How long a period? _____

If so, in what manner? local paper multiple listing other: _____

Was this property sold in the settlement of an installment contract a contract for deed a foreclosure?

Was the seller's mortgage assumed? Yes No If yes, specify amount \$ _____

If renovated, amount spent before occupying \$ _____ Date Occupied: _____

Section V – Comparable Sales/Assessment Grid Analysis

An appraisal which establishes the market value of the subject property under appeal as of the assessment date may also be submitted in place of completion of this section.

Evidence of recent sale of property comparable to the subject property, including the dates of sale, the prices paid, and a property record card or description of each sale showing how it compares to the subject property may also be submitted.

Evidence of assessments of property similar to the subject property, including the current assessment of each property, the property record card for each comparable property, or description of each property demonstrating its comparability to the subject property may also be submitted.

NOTE: Provide at least three comparables. All comparables should be similar to the subject in size, design, age, amenities, and location. Photographs of the comparables should be submitted.

	Subject	Comp#1	Comp#2	Comp#3
Property Index Number (P.I.N)				
Address				
Proximity to Subject				
Assessment Class				
Volume				
Total Land Sq. Ft.				
Total Building Sq. Ft.				
Age of Building(s)				
Land-to-Building Ratio				
Number Of Buildings				
Number of Stories				
Number of Apartments				
Apartment Mix				
Exterior Construction				
Sprinkler System				
Office Space Sq. Ft.				
Warehouse Sq. Ft.				
Date of Sale				
Sales Price				
Sales Price/Sq. Ft. (SalesPrice/Impr. Sq. Ft.)				
Land Assessment				
Improvement Assessment				
Total Assessment				
Impr. Assessment per Sq. Ft. (Impr. Assessment/Impr. Sq. Ft.)				

Section VI – Recent Construction Information

Submit evidence of recent construction of the subject property including the price paid for the land, construction costs of the building(s), and include all labor costs. Include the complete and final statement from the general contractor.

Note: If the appellant provided any labor or acted as the general contractor, evidence of the value of this service should be included with the evidence of the other construction costs.

The building was constructed, or remodeled, an addition added, or other building erected on _____

Date Land Purchased: _____

Total Cost: Land \$ _____ Improvement(s) \$ _____

Does this amount include all costs incurred for the construction, such as contractor’s fees, architectural or engineering fees, and landscaping and/or building permits? Yes No

Date the occupancy permit was issued. _____

Date the building was inhabitable and fit for occupancy or intended use: _____

Date the remodeling was completed: _____

Date the addition or other building(s) was completed: _____

Did owner, or a member of the owner’s family, act as the general contractor? Yes No

If yes, what was the estimated value of the service? \$ _____

Was any non-compensated labor performed? Yes No

If yes, please describe and provide estimated value of labor. _____

Note: A Contractor’s Affidavit/Statement or documentation of the total cost must be submitted to the Boone County Board of Review.

Section VII – Recent Photograph of Subject Property and Comparable Properties

