

FILING INSTRUCTIONS

- A.) Read & complete PTAX-230 Form
- B.) Read attached guidelines for detailed instructions.
- C.) To prove value, you may:
 - 1) submit an appraisal
 - 2) submit equitable comparable properties
 - 3) submit comparable sales properties
 - 4) if new construction, submit proof of construction costs
 - 5) if INCOME PROPERTY, submit Schedule E or Operating Expense Statement for the last three years.
- D.) If you feel the property is over assessed in relation to other assessments of similar construction in your neighborhood, complete the Equity Comparable portion on page 2.
- E.) If you feel your property is over assessed in relation to sales of similar construction in your neighborhood, complete the Sales Comparable portion on page 2.
- F.) Only one pin per appeal packet, if you have multiple pins you will need to fill out an appeal packet for each pin.
- G.) Please provide an email for us to send important Board of Review updates to (appeal status/date of hearing)

PTAX-230 Non-Farm Property Assessment Appeal Form

You should complete this form if you object to the assessment for your non-farm property and wish to request a hearing before the Board of Review. You must file the original appeal form and two copies with the Board of Review at the address shown below. Contact your Chief County Assessment Officer (CCAO) to obtain the filing deadline for this appeal.

NOTE: ATTACH ALL EVIDENCE, IN DUPLICATE, THAT SUPPORTS YOUR APPEAL

Step 1: Complete the following information:

- | | |
|---|--|
| 1. _____
Property Owner's Name

Street Address

City State Zip

()

Phone | 3. _____
Property Index Number (PIN)

4. _____
Write the street address of the property

Street Address

City State Zip |
| Send notice to (if different than above) | |
| 2. _____
Name

Street Address

City State Zip

()

Phone | 5. _____
Your Email

6. _____
Write the amount you estimate to be the correct market value of this property. (Must be filled in)

\$ _____

7. _____
Year for filing appeal |

Step 2: Appeal Basis (refer to Guideline Rule 2 for definition and required evidence) - mark property classification.

Property Classification: Residential ☐ Commercial ☐

This appeal is based on:

1. **Equity:** The assessment is higher than the assessment of comparable properties. (Must complete the Equity Comparable portion on page 2. Appeals based on equity must demonstrate clear and convincing evidence supported by current year values)
2. **Market:** The assessment is greater than 1/3 of Fair Market Value. (Must submit either a copy of the entire appraisal or complete the Sales Comparable portion on page 2.)
3. **Recent Sale:** The assessment is greater than 1/3 of the Recent Sale Price. (Attach settlement statement and copy of signed PTAX-203 Real Estate Transfer Declaration.)
4. **Physical Discrepancies:** The description of the property on the Property Record Card is not correct.

Step 3: Confirmation

I request a hearing on the facts in this appeal so that a fair and equitable assessment of the property may be determined.

Property owner's or authorized attorney's signature

Date

Assessment Office Representative signature

Date

If you have any questions, please call: (309) 477-2277

Mail your completed Form PTAX-230 and attachments to:

Tazewell County Board of Review
11 S. 4th Street, Room 410
Pekin, IL 61554

**Tazewell County
Board of Review**

Step 4: Supporting Evidence**SUBMIT EQUITY COMPARABLE PROPERTIES BELOW (must be current assessed values)**

1	Parcel Number _____	Land Assessed Value _____	Building Assessed Value _____	Total Assessed Value _____
	Property Address _____		City _____	

2	Parcel Number _____	Land Assessed Value _____	Building Assessed Value _____	Total Assessed Value _____
	Property Address _____		City _____	

3	Parcel Number _____	Land Assessed Value _____	Building Assessed Value _____	Total Assessed Value _____
	Property Address _____		City _____	

SUBMIT SALES COMPARABLE PROPERTIES BELOW

1	Parcel Number _____	Above Ground Sq. Ft. _____	Date of Sale _____	Sales Price _____
	Property Address _____		City _____	

2	Parcel Number _____	Above Ground Sq. Ft. _____	Date of Sale _____	Sales Price _____
	Property Address _____		City _____	

3	Parcel Number _____	Above Ground Sq. Ft. _____	Date of Sale _____	Sales Price _____
	Property Address _____		City _____	

Step 5: Reasons for objecting to the assessment

Why do you feel your assessment is incorrect?

Write any additional information that may be useful to the Board of Review in reviewing this appeal.

NOTE: Pages 1 and 2 of PTAX-230 must be filled out completely and submitted to the Board of Review at the time of filing