

MORAINÉ TOWNSHIP

777 CENTRAL AVENUE
HIGHLAND PARK, ILLINOIS 60035

CYNTHIA R. PLOUCHÉ, C.I.A.O.
Assessor

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VACANCY GUIDELINES FOR MORAINÉ TOWNSHIP

Vacancy reduction on the property is not automatically granted. Supporting data is required for a vacancy reduction to be considered.

THE OWNER MUST SUPPLY:

- 1) SIGNED AND NOTARIZED AFFIDAVIT FROM OWNER OR PROPERTY MANAGER REGARDING THE AMOUNT OF VACANT SQUARE FOOTAGE ON THE PROPERTY.
- 2) COPY OF LAST LEASE ON THE PROPERTY
- 3) CURRENT LISTING SHEET OR SALES CONTRACT
- 4) COPY OF SCHEDULE E FORM 1040 SHOWING INCOME & EXPENSES FOR THE PREVIOUS YEAR OR CERTIFIED INCOME & EXPENSE FORM FROM YOUR ACCOUNTANT.

ADDITIONAL CONDITIONS:

The space must be vacant for at least four (4) months of the assessment year to be eligible for a vacancy reduction.

Vacancy reduction must be applied for annually; *before* the end of the appeal period.

The maximum vacancy reduction is 50% of the vacated improvement value. If the period of vacancy is less than one year, the reduction will be prorated.

The Assessor's office needs notification so a physical inspection of the property can take place.

Vacancy reduction on the property is not automatically granted. Without supporting data, a vacancy reduction will not be considered.