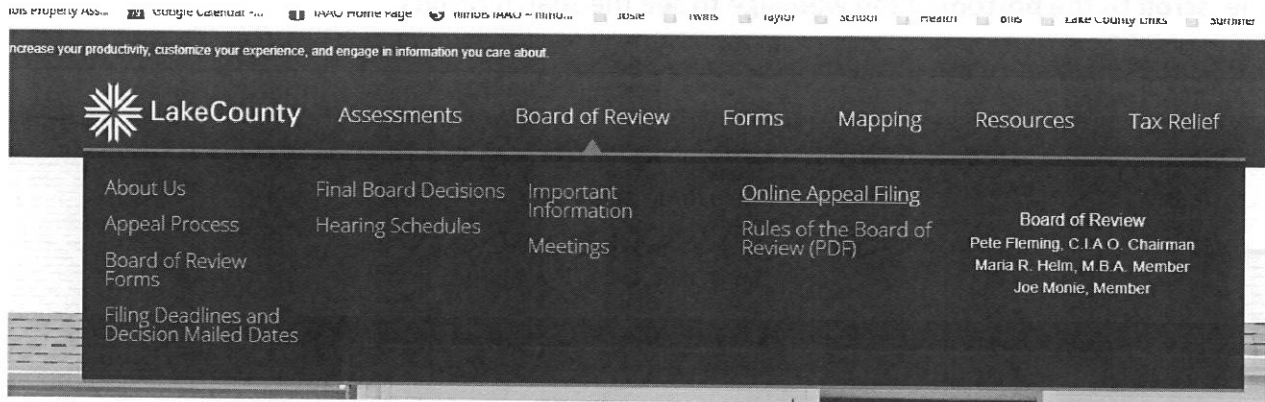


## How to file an appeal.

Type **assessor.lakecountyil.gov** into the address bar of your web browser and hit enter.



Hover over **Board of Review** and choose **Online Appeal Filing**.



At this point you can watch a video to learn how to file an appeal.

Click on **Smartfile E-Filing Portal** in the center of the screen. (Or click the link below from the home page)



Select **New user? Create an account** *\*Note: If you created a smartfile account for exemption purposes, you will use the same account (same email and password) to file an appeal.*

Login with email address and password.

Under Available Filings, choose AP-Assessment Appeal.

### Available Filings

To create a new filing, click on a filing type below.

AP - Appeal Intervenor Request

AP - Assessment Appeal

Use this filing to submit an appeal with the Board of Review.

## Click Begin Filing

This screen allows you to search for the property that you will be appealing. You can search by PIN, address or owner name. DO NOT ENTER MORE THAN ONE SEARCH CRITERIA. Use either PIN, address or owner name. If entering an address, do not input Dr., St., Cir., etc. If you have trouble locating your property, please contact our office. If it is outside of business hours, you may be able to find the PIN by searching on Lake County Maps Online.

Enter your search criteria and click search. A blue status bar will appear. When the blue bar is gone, **scroll to the bottom** of the webpage to see the search results.

Click Start Filing next to the property you are appealing.

If you know your Property's Identification Number (PIN), enter it here:

Parcel PIN:

07.

Without hyphens or spaces

If you do not know your Property's Identification Number (PIN), you can search by Owner Name or Property Address:

Owner Name:

*LastName, FirstName*

A wildcard is assumed at the end; to include a wildcard in another position type '%'. For example:

Frank will return: Frank, Franklin, Franken, Frankel, etc.

B%o%ski will return: Gajarski, Bronowski, Bukowski, etc.

Building/House Number:

Street Name:

Search

## Search Results

	Parcel PIN	Location Address	Message
Start Filing	07.		Filing Period Ends:
1			1 - 1 of 1 items

Click the radio button to acknowledge the terms and conditions.

Click Next

Fill out the Residential Appeal Application Form

# Residential Appeal Form

Click here and choose name from drop down list

**Owner/Appellant:**  \* ≡

**Address:**

**Email 1:**  ✓ **Email 2:**

**Primary Phone:**  \* **Secondary Phone:**

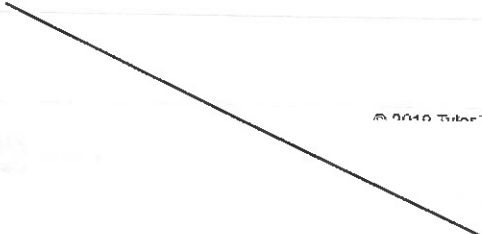
Add Attorney to Appeal

**Principal Residence?**  \* **Purchase Price:**  **Date:**

**Listed for Sale?**

**This property has a pending appeal with the Illinois Property Tax Appeal Board:**  
 2018  2017  2016  Stipulation Reached

**Appearance Type - Please Choose One:**  
 \* \* \* \*



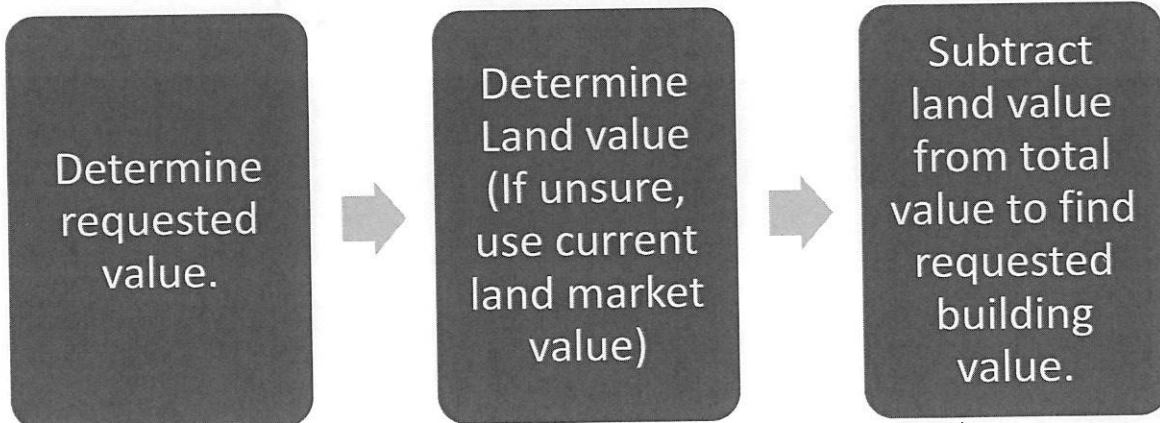
Choose whether you want a hearing by phone, in person or neither (based on the evidence).

Click Next

**Appeal Reason:** On this screen you will indicate the reason for your appeal. You may choose more than one reason, however, you must submit evidence (comparables, etc.) for each appeal reason.

Next, you will input your requested value. Follow the appropriate option based on your reason for filing.

**Market Appeal:** If you are filing based solely on market value, you will enter your request as market value.



Requested Value

	Current Market	Current Assessed	Requested Market	Requested Assessed
Land	\$15,257	\$5,085	<input type="text"/> *	<input type="text"/>
Building	\$129,826	\$43,271	<input type="text"/> *	<input type="text"/>
Total	\$145,083	\$48,356	<input type="text"/>	<input type="text"/>

Calculate

Previous Cancel Filing Next

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Click Calculate and verify that Requested market Total is correct.

Click Next

**Equity:** If you are filing based on equity or a combination of reasons, you will enter your request as **assessed value**. Assessed value is 1/3 of market value.

Requested Value

Per state statute, property is to be assessed at 33.33% (one-third) of its market/fair cash value.

	Current Market	Current Assessed	Requested Market	Requested Assessed
Land	\$15,257	\$5,085	<input type="text"/> 0	<input type="text"/> *
Building	\$125,752	\$41,913	<input type="text"/> 0	<input type="text"/> *
Total	\$141,009	\$46,998	<input type="text"/> 0	<input type="text"/> 0

Calculate

Previous Cancel Filing Next

Click Calculate and verify that Requested Assessed Total is correct. Requested market value will populate as well.

Click Next

Add any additional properties as instructed (For contiguous parcels only)

Click Next

Review appeal details.

If you filed based on a factual error, indicate the nature of the error by selecting the appropriate option.

### Residential Appeal Form

#### 1. Factual Error – Property Characteristics

Please review your property characteristics below and select one or more checkboxes to indicate which characteristic(s) seem incorrect.

If there is a discrepancy in the characteristics it is highly recommended that you contact your local township assessor's office for a possible resolution before filing an appeal.

#### Township Contact Information:

17801 W. WASHINGTON STREET

GURNEE, IL 60031

847-244-1101

WWW.WARRENTOWNSHIP.NET

PIN: 07-20-400-246

Street Address: 34089 N WHITE OAK LN UNIT 51A

City, ST, Zip: GURNEE IL 60031

Land Amount: \$5,085

Building Amount: \$43,271

Total Amount: \$48,356

Township: WARREN

Nbrhd Number:

9820120

Nbrhd Name

WOODLAND HILLS

Class:

END UNITS

Class Descr:

40

Total Land Sq Footage:

Residential

Structure Type / Stories:

Improvements

Architectural Style:

0

Exterior Cover:

WOOD FRAME/2

Multiple Buildings:

3

Year Built / Effective Age:

WOOD SIDING

Condition:

N

Quality Grade:

1991/1991

Above Ground Living Area:

AVERAGE

CONDITION

Avg+

1330



Click Next

Click Next (to skip commercial)

Comparable Selection: On this screen you will search for comparable properties sales and/or assessments to add to your comparable grid. The page will be pre-populated with search criteria. You may change any or all search criteria listed.

How to search based on filing type.

Equity: Scroll down and choose [Find Comparables](#)

Market Value: Scroll down and choose

Recent Comparable Sales Search [Show/Hide](#)

Add these parameters to focus your search on recent sales

You will see the following criteria. In order to see sales, input your selected date range only.

(Note: Sales information is only visible on the comparable grid when comparable sales/market was chosen as the reason for filing.)

Sale Date Range: From

To

Sale Price Range:  To

**➔ No comparables?** Expand your search parameters as necessary. At the top of the screen, exclude Architectural Style. Choose Find comparables again. Still no comparables? Exclude Year Built Range and so on and so forth. If you exclude NBHD (Assessment neighborhood), you should add Distance criteria underneath the custom section.

## How to add comparables.

To add comparables one at a time, click anywhere on the comparable row then

click Add Selected Parcels.

To add multiple comparables, hold down the Ctrl key on your keyboard and click on the comparables rows

Click Add Selected Parcels.

### Search Results

PIN	Address	Stories	Style	AGLA	Total AV	Sale Dt	Sale Price	Deed Type	Distance
		2	CONDO	1,346	\$46,976	2019-01-19	\$138,000	WARRA... DEED	598 ft.
		2	CONDO	1,346	\$47,509	2019-05-19	\$139,500	WARRA... DEED	606 ft.
		2	CONDO	1,346	\$47,509	2019-04-19	\$143,500	WARRA... DEED	684 ft.

1 - 3 of 3 items

Add Selected Parcel(s)

Added Parcels should show under Parcels Added to Application.

To remove a Parcel, select the parcel row and click Remove Selected Parcel.

### Parcels Added to Application

Note	PIN	Address	Card	Stories	SFLA	Bed	Bath
Subject - Do not Remove			1	2	1,346	0	1/1
			1	2	1,346	0	1/1
			1	2	1,346	3	1/1
			1	2	1,346	0	1/1

1 - 4 of 4 items

Remove Selected Parcel

Previous Cancel Filing Next

When you are finished added comparables, Click next to generate comparable grid.

You can remove parcels by clicking the trash can

Comp #1 

You can add parcels by entering a PIN into the Parcel ID box and clicking add Comparable

Parcel ID Add Comparable

Click Next

Attachments Page allows you to add additional attachments to your appeal based on the reason for filing. You can add the following information:

- Recent Appraisal
- Settlement Statement or Closing Disclosures, etc for a recent purchase
- Explanation of Factual Error

*Note: If your appeal is based on Sales comparables or Equity and you added a comparison Grid, you may not need to add any additional evidence on this screen.*

Click Next

You are now ready to submit your appeal. You will be able to access your appeal information through the Smartfile account you created. It is recommended that, prior to filing, you click Print Draft and review your filing information to ensure its accuracy. A draft of your filing will pop up in a new window for your review.

Type your name into the name box and click submit.

Comparable Display   Attachments   **Submit**

To complete your filing and submit your appeal, you must enter your name and click the orange submit button below.

**Legal Notice** I certify that the statements contained in this application, including any attachments to the application, are true to my knowledge.

Name  \*

If you receive a message that your filing cannot be submitted, please confirm that you have completed all required information; marked with a red asterisk(\*):

- Uploaded all required attachments on the attachment tab
- Completed all tabs for required information

Use to review filing

Previous

Cancel Filing

Print Draft

Submit