

EXAMPLE COUNTY · ASSESSOR APPEAL (EXAMPLE) · TAX YEAR 2026

Filing guide

Prepared for Sample Owner

100 Example Street		PARCEL NUMBER
Example City, IL 00000		00-00-000-000-0001
AREA	PROPERTY CLASS	ASSESSOR'S INITIAL
Example Area	203	(MAILED) ASSESSMENT
		\$32,715 total AV (land \$4,010, building \$28,705)

- YOUR PACKET HAS 3 DOCUMENTS
- 1

Filing Guide example-1-filing-guide.pdf

Read this first: where and how to file, your details for the form and your hearing script. Keep it; do not file it.
- 2

Evidence Packet example-2-evidence-packet.pdf

What you file: your signed statement, the exhibits and the method appendix.
- 3

Cover Letter example-3-cover-letter.pdf

Your letter to the board: sign and date it, and send it on top of the Evidence Packet.

EVIDENCE IN THIS PACKET

EXHIBIT A · UNIFORMITY	EXHIBIT B · RECENT SALES OF SIMILAR HOMES	RECORD CORRECTIONS
16.9%	8	2
Your building AV per sq ft is above the median of 5 comparable homes.	Sales of similar homes, January 8, 2025 to December 10, 2025.	Differences between the assessor's record and what you reported.

FILING DEADLINE

See the filing guide

Confirm this date on your assessment notice or on the official website before you file. If they differ, the official date controls.

Prepared September 24, 2026 at 15:00 UTC. Public records as of September 24, 2026.

Section 02

How and where to file

You complete, sign and submit your filing yourself, using the official form or portal. This packet gives you the facts to copy and the exhibits to attach. We do not file, represent you, or contact the assessor or board for you.

Where to send it

Example County Assessor

MAILING ADDRESS

No mailing address has been verified for this office yet. Check the official website before you mail anything.

Assessor appeal checklist

Each item pairs a published Assessor rule with the facts from your case. You decide what to file, and you file it yourself.

- 1

File your appeal with the Assessor
Have your Parcel number ready: 00-00-000-000-0001.
- 2

Your comparable homes
Uniformity: assessments of similar homes — 5 comparable homes; your building AV per sq ft is 16.9% above their median (Exhibit A).
Recent sales of similar homes — 8 sales of similar homes from January 8, 2025 to December 10, 2025 (Exhibit B).
- 3

Photo of the front of your home
Photos you listed are dated September 20, 2026.
Take a recent photo of the front of your home yourself and attach it.
Your photos go behind Exhibit D-1 of this packet.
- 4

Recent purchase disclosure
You did not report a recent purchase of this home.
- 5

The market value you state
The worksheet at the end of the evidence section lists reference figures from your exhibits. You choose the value and write it on the form yourself.

Other steps

1

Find your notice

In a real packet, this step names the notice your county mails and where the deadline is printed.

2

Open your county's appeal form

In a real packet, this step links to your county's official filing site for your stage.

3

Enter your facts

Copy the facts from this packet and choose the reason that matches your evidence.

4

Attach your evidence

Upload your signed statement and the exhibits you decided to use.

5

Submit before the deadline

Submit the appeal yourself and keep the confirmation.

Your details for the appeal form

Copy these onto the official form or portal. Field names follow the form where it is known. Blank lines are for you to complete; you sign the form yourself.

PARCEL NUMBER	00-00-000-000-0001
PROPERTY ADDRESS	100 Example Street, Example City, IL 00000
AREA	Example Area
PROPERTY CLASS	203
LIVING AREA ON RECORD	1,640 sq ft
TAX YEAR	2026
OWNER NAME	Sample Owner
MAILING ADDRESS	100 Example Street, Example City, IL 00000 Same as the property address. Change it on the form if you get mail elsewhere.
PHONE	(555) 555-0100
EMAIL	owner@example.com
CURRENT VALUE (ASSESSOR'S INITIAL (MAILED) ASSESSMENT)	Land \$4,010 · Building \$28,705 · Total \$32,715
VALUE YOU REQUEST	You write the value you decide to request. The reference figures are in the Evidence Packet.
REASON FOR YOUR APPEAL	Uniformity: assessments of similar homes (Exhibit A); Recent sales of similar homes (Exhibit B); Record corrections Use the wording on the official form.
YOUR SIGNATURE AND DATE	You sign the form yourself.

Before you file

- 1 Read the statement of reasons in the Evidence Packet. Change anything that is not accurate, then sign and date it.
- 2 Put your own photos, bids and documents behind the exhibit pages for them in the Evidence Packet.
- 3 Read the cover letter, sign and date it, and send it on top of the Evidence Packet.
- 4 Keep this Filing Guide and a copy of everything you send.

Section 03

Your hearing script

If the board holds a hearing, you usually have a few minutes to explain your case. Read this aloud in about 2–3 minutes. It uses only the facts in your Evidence Packet; change anything you would say differently.

Good morning. My name is Sample Owner, and I own the property at 100 Example Street, Example City, IL 00000, Parcel number 00-00-000-000-0001. I am here about the 2026 assessor's initial (mailed) assessment of \$32,715. I am asking the board to change it to the value I wrote on my form.

I compared my assessment with 5 similar homes in the same class and neighborhood (Exhibit A). Their median building assessed value per square foot is \$14.98. Mine is \$17.50, 16.9% above their median; 5 of the 5 homes have a lower building assessed value per square foot than mine.

I also reviewed 8 recorded sales of similar homes from January 8, 2025 to December 10, 2025 (Exhibit B). Their median sale price per square foot is \$218.30.

The assessor's record for my home is also incorrect: the record shows living area (sq ft) as 1,640; the correct figure is 1,510. My proof is Exhibit C.

Those are the facts in my evidence. Thank you for your time; I am happy to answer any questions.

Tips

- Keep to 2–3 minutes: read the script, then stop and listen.
- Have your Evidence Packet in front of you and refer to the exhibits by letter.
- Stick to the facts in your exhibits. If you do not know an answer, say so and offer to send it.
- Talk about the value of your home, not the amount of tax.
- Write down the decision and any date given for the next step.