

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 2009**

**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 Belvidere Daily Republican 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**

