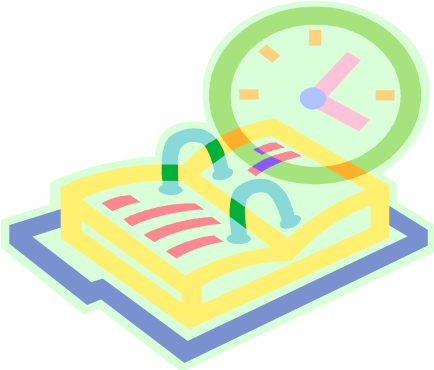

Application And Meeting Deadlines

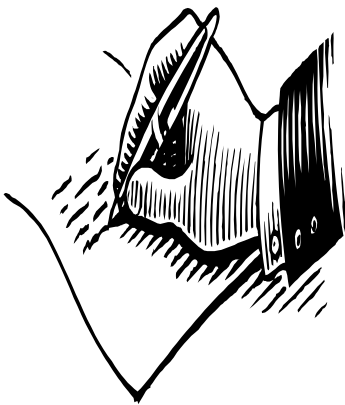


Pursuant to Public Act 95-283, property owners wishing to appeal their assessment before the Board of Assessment Appeals must submit a written application to the board on or before February 20th.

The Board will review the written application, determine their meeting dates and inform owners of a hearing date and time. The Board of Assessment Appeals will mail a written notice of the date, time and place of an appeal hearing to each applicant.

The notice of the hearing date will be mailed by the Board no later than March 1st and at least seven calendar days before the date of the hearing.

A Written Application To Appeal



A written application to appeal an assessment is required. This application must be submitted to the Board of Assessment Appeals on or before February 20th. It may be delivered by mail or hand delivered to the Assessor's Office. Only those submitting an application will be given a hearing date by the Board of Assessment Appeals.

The application must contain certain information about the appellant, the owner, and the property for which the application is being submitted (see next section for details). An application must be submitted for each property to be appealed before the Board.

For the convenience of the appellant, applications to appeal an assessment to the Board of Assessment Appeals will be available in the Assessor's Office.

Information To Include On the Application to Appeal

Public Act 95-283 requires that the application to appeal an assessment must contain certain information and items. The minimum requirements are:

- ✓ Property owner's name
- ✓ Name and position of the person signing the appeal application
- ✓ Description of the property
- ✓ Name and address of the person to whom correspondence is to be sent
- ✓ Reason for the appeal
- ✓ Appellant's estimate of value
- ✓ Signature of the property owner or that of his duly authorized agent (attach authorization)
- ✓ Date on which the appeal application is signed