

**Required Documents**

Expedite your complaint by referring to the quick checklist below.

- Board of Review Real Estate Complaint\***  
\*This triplicate-copy form can be picked up at any B.O.R. office or by calling (312) 603-5542.
- Illinois Department of Revenue Application (PTAX-300) (R-3/03)**
- Affidavit of Use**
  - Notarized and dated statement signed by a charity/school officer detailing the specific charitable or educational activity by owner and any lessees taking place on the property within the year.
  - Specify Street Address and all permanent index numbers (P.I.N.'s) that form the property.
  - You may include documented preparation of the property for its intended charitable or educational use.
- Recorded Proof of Ownership**
  - Deed, Title Insurance Policy, Contract for Deed and Proof of Current Installment Payments, Memorandum of Contract, or Lease.
  - A Mortgage or Release of Mortgage does not prove that you own your property.
  - If you acquired parts of your property on different dates or if parcels are not beside each other you must file separate applications for each parcel.
  - Cook County Recorder of Deeds  
<http://www.cookctyrecorder.com/>
- Leases**
  - Required when anyone other than the owner used the property.
- Preparation Documents**
  - Dated bid solicitations, contractor estimates, architect plans, contracts, permits, invoices, etc.
- State Corporate Charter or Articles of Incorporation**
  - Illinois Secretary of State  
[http://www.sos.state.il.us/departments/business\\_services/home.html](http://www.sos.state.il.us/departments/business_services/home.html)
- Corporate By-Laws**
  - For charities, highlight fee waiver policies
- Illinois Department of Education Certificate of Accreditation**
  - For schools only  
<http://www.isbe.state.il.us/quality/nonpublic/default.htm>
- Current Tax Bill for Each Parcel**
  - Cook County Treasurer  
[http://www3.cookcountytreasurer.com/info/fag/detail.wu?fag\\_id=281&search=&page=1total=3&topic=39&PHPSESSID=bc5c2f2eab5ccddb32d55531e06c10ae](http://www3.cookcountytreasurer.com/info/fag/detail.wu?fag_id=281&search=&page=1total=3&topic=39&PHPSESSID=bc5c2f2eab5ccddb32d55531e06c10ae)

- Original photographs**
  - Including the interior and exterior of all buildings.
  - Attached to 8 ½"x11" sheets of paper (maximum of 2 photos per page)
  
- Plat of Survey**
  
- Hand Drawn Floor Plan**
  - Showing use & approximate dimensions of each room in the building.
  
- Illinois Department of Revenue Sales Tax Exemption Letter**
  - Illinois Department of Revenue  
<http://www.revenue.state.il.us/legalinformation/regs/part110/110-115.pdf>
  
- U.S. Internal Revenue Services 501(c) (2) or 501 (c) (3) Letter**
  - Internal Revenue Service  
<http://www.irs.gov/charities/charitable/article/0,,id=96099,00.html>
  
- Current Financial Statement or Charitable Organization Financial Summary (B.R.E.D. 10-9)**
  
- Brochures**
  - For charities, highlight sections explaining fee waiver policies.
  
- Registered Mail Notification to Local Municipality, School District, and Community College District**
  - Copies of letters and U.S. Postal Service receipts
  - Determine whom to send letters by contacting the Cook County Clerk.  
<http://www.cookcountyclerk.com/sub/contact.asp>
  - Determine whom to send letters by contacting the Legal Department of the city, village or town where your property is located.
  - Required only if property's assessed value is more than \$100,000.  
Cook County Assessor  
<http://cookcountyassessor.com/startres.html>
  
- Main Building Exemption Certification**
  - Required if subject property involves parking lots, branch offices, etc.  
Illinois Department of Revenue Letter  
<http://www.iltax.com/contactUs/>

or

  - prior affidavit to Cook County Assessor  
<http://www.cookcountyassessor.com/index.html>

**ALL DOCUMENTS MUST BE SUBMITTED IN DUPLICATE AND IN PROPER SEQUENCE**

MAIN OFFICE	SUBURBAN BRANCH OFFICES Located in Circuit Court Buildings				
	Bridgeview	Markham	Maywood	Rolling Meadows	Skokie
County Building, Room 601 118 N. Clark St. Chicago, Illinois 60602 312/603-5542	10200 S. 76 <sup>th</sup> Avenue Room #237 708/974-4116	16501 S. Kedzie Avenue Room #237 708/210-4116	1500 Maybrook Drive Room #082 708/865-5509	2121 Euclid Avenue Room #237 847/818-2067	5600 Old Orchard Rd. Room #155 847/470-7522