

## Required Documents

Expedite your complaint by referring to the Quick Check List below.

- Board of Review Real Estate Exemption Complaint\***  
(B.R. Form R.E.E. #7)  
\* 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-FS) (N-3/93)
- Board of Review Governmental Exemption Petition (Ex. 5)**
- Recorded Proof of Ownership**
  - Deed, Title Insurance Policy, Contract for Deed and Proof of Current Installment Payments, Memorandum of Contract, or Lease.
  - If you acquired parts of your property on different dates or if parcels are not beside each other, file separate applications for each parcel.
  - Cook County Recorder of Deeds  
<http://www.cookctyrecorder.com/>
- Current Tax Bill for Each Parcel**
  - Cook County Treasurer  
[http://www3.cookcountytreasurer.com/info/faq/detail.wu?faq\\_id=281&search=&page=1&total=3&topic=39&PHPSESSID=bc5c2f2eab5ccddb32d55531e06c10ae](http://www3.cookcountytreasurer.com/info/faq/detail.wu?faq_id=281&search=&page=1&total=3&topic=39&PHPSESSID=bc5c2f2eab5ccddb32d55531e06c10ae)
- Plat of Survey**
- Registered Mail Notification to Affected Municipalities, School Districts and Community College Districts**
  - Copies of letters and U. S. Postal Service receipts.
  - Determine whom to send letters by contacting the Cook County Clerk.  
[http://www.cookctyclerk.com/sub/real\\_estate\\_taxes.asp](http://www.cookctyclerk.com/sub/real_estate_taxes.asp)
  - Required only if property's assessed value is more than \$100,000.  
Cook County Assessor  
<http://www.cookcountyassessor.com/startres.html>

ALL DOCUMENTS MUST BE SUBMITTED IN DUPLICATE AND IN PROPER SEQUENCE