

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) (R-3/03)
- Affidavit of Use**
 - Notarized & dated statement signed by a government official detailing the specific activity by the owner and any lessees that took place on the property during the year.
 - Specify Street Address & all Permanent Index Numbers (P.I.N.s) that form the property.
- 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.
 - 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 subject parcels are not beside each other, 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.
- 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
- Original Photographs**
 - Including the interior & exterior of all buildings.
Attached to 8-1/2" x 11" sheets of paper (maximum 2 photos per page)
- Plat of Survey**
- Hand-Drawn Floor Plan**
 - Showing use & approximate dimensions of each room in the building.

Property Tax Exemption Local Government Ownership

Cook County Board of Review

- ☐ 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
 - 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

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