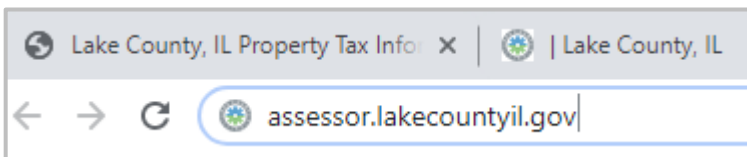


# How to File an Appeal

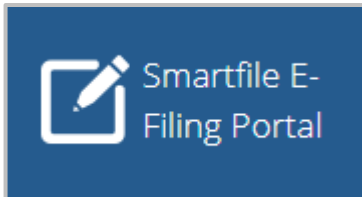


To watch a video tutorial on filing an appeal, visit [www.lakecountyil.gov/551](http://www.lakecountyil.gov/551).

Type [assessor.lakecountyil.gov](http://assessor.lakecountyil.gov) into the address bar of your web browser and hit enter.



Click on Smartfile E-Filing Portal in the center of the screen.



## Login Page

If you have logged in before, log in with your email address and password.

If you have forgotten your login information, click "Forgot password?".

If this is your first time logging in, click "New user? Create an account".

Input an email address and password and click "Register".

You will receive an email with a link to activate your account.

The link will open an "Activate Account" webpage.

Click on the "here" link to return to the login page. Use your email and password to log in.

**Note:** If you created a Smartfile account for exemption purposes, you will use the same account (same email and password) to file an appeal.

## Available Filings Page

Under Available Filings, choose AP-Assessment Appeal.

### Available Filings

To create a new filing, click on a filing type below.

[AP - Appeal Intervenor Request](#)

**[AP - Assessment Appeal](#)**  
Use this filing to submit an appeal with the Board of Review.

You should now see the “Residential and Commercial Appeal Forms” page. Click Begin Filing.

## Search for Property Page

This screen allows you to search for the property that you will be appealing. You can search by PIN, owner name, or property address.

DO NOT ENTER MORE THAN ONE SEARCH CRITERIA. Use either PIN, owner name, or property address. If entering an address, do not input Dr., St., Cir., etc.

If you have trouble locating your property, please contact our office. If it is outside of business hours, you may be able to find the PIN by searching on [maps.lakecountyil.gov/maponline](https://maps.lakecountyil.gov/maponline).

Enter your search criteria and click search. A blue status bar will appear. When the blue bar is gone, scroll to the bottom of the webpage to see the search results.

Click Start Filing next to the property you are appealing.

If you know your Property's Identification Number (PIN), enter it here:

Parcel PIN:   
Without hyphens or spaces

If you do not know your Property's Identification Number (PIN), you can search by Owner Name or Property Address:

Owner Name:   
LastName, FirstName  
A wildcard is assumed at the end, to include a wildcard in another position type '%'. For example:  
Frank will return: Frank, Franklin, Franken, Frankel, etc.  
B%o%ski will return: Bojarski, Bronowski, Bukowski, etc.

Building/House Number:

Street Name:

### Search Results

	Parcel PIN	Location Address	Message
<a href="#">Start Filing</a>	07-		Filing Period Ends: <input type="text"/>

1 - 1 of 1 items

# Residential Appeal Form


Click the checkbox to acknowledge the terms and conditions.

Click Next.

Fill out the Residential Appeal Application Form.

Click here and choose name from drop down list

Residential Appeal Form


Owner/Appellant:  \* 

Address:

Email 1:  ✓ Email 2:

Primary Phone:  \* Secondary Phone:

Add Attorney to Appeal

Principal Residence?  \* Purchase Price:  Date:  

Listed for Sale?

This property has a pending appeal with the Illinois Property Tax Appeal Board:  
 2018  2017  2016  Stipulation Reached

Appearance Type - Please Choose One:  
 \*

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Choose whether you want a hearing by phone, in person or neither.

Click Next.

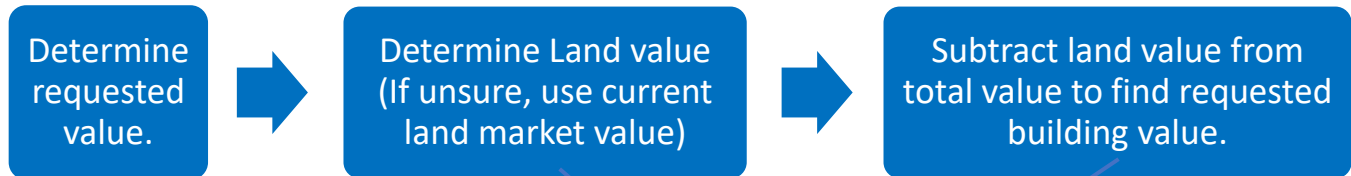
## Residential Appeal Form: Appeal Reason Page

On this screen you will indicate the reason for your appeal. You may choose more than one reason, however, you must submit evidence (comparables, etc.) for each appeal reason.

Next, you will input your requested value.

Follow the appropriate option based on your reason for filing:

**Market Appeal:** If you are filing based solely on market value, you will enter your request as market value.



Requested Value				
	Current Market	Current Assessed	Requested Market	Requested Assessed
Land	\$15,257	\$5,085	<input type="text"/> *	<input type="text"/>
Building	\$129,826	\$43,271	<input type="text"/> *	<input type="text"/>
Total	\$145,083	\$48,356	<input type="text"/>	<input type="text"/>

Click Calculate and verify that the Requested Market Total is correct.

Click Next.

**Equity:** If you are filing based on equity or a combination of reasons, you will enter your request as assessed value. Assessed value is 1/3 of market value.

Requested Value				
Per state statute, property is to be assessed at 33.33% (one-third) of its market/fair cash value.				
	Current Market	Current Assessed	Requested Market	Requested Assessed
Land	\$15,257	\$5,085	<input type="text"/> 0	<input type="text"/> *
Building	\$125,752	\$41,913	<input type="text"/> 0	<input type="text"/> *
Total	\$141,009	\$46,998	<input type="text"/> 0	<input type="text"/> 0

Click Calculate and verify that Requested Assessed Total is correct. Requested market value will populate as well.

Click Next.

## Additional Properties Page

Add any additional properties as instructed (for contiguous parcels only).

Click Next.

## Appeal Details Page

Review your appeal details.

If you filed based on a factual error, indicate the nature of the error by selecting the appropriate option(s).

### Residential Appeal Form


**1. Factual Error – Property Characteristics**

Please review your property characteristics below and select one or more checkboxes to indicate which characteristic(s) seem incorrect.

If there is a discrepancy in the characteristics it is highly recommended that you contact your local township assessor's office for a possible resolution before filing an appeal.

**Township Contact Information:**  
17801 W. WASHINGTON STREET  
  
GURNEE, IL 60031  
847-244-1101  
WWW.WARRENTOWNSHIP.NET

PIN:	07-20-400-246	<input type="checkbox"/> Nohd Number:	9820120
Street Address:	34089 N WHITE OAK LN UNIT 51A	<input type="checkbox"/> Nohd Name:	WOODLAND HILLS END UNITS
City, ST, Zip:	GURNEE IL 60031	<input type="checkbox"/> Class:	40
Land Amount:	\$5,085	<input type="checkbox"/> Class Descr:	Residential Improvements
Building Amount:	\$43,271	<input type="checkbox"/> Total Land Sq Footage:	0
Total Amount:	\$48,356	<input type="checkbox"/> Structure Type / Stories:	WOOD FRAME/2
Township:	WARREN	<input type="checkbox"/> Architectural Style:	3
		<input type="checkbox"/> Exterior Cover:	WOOD SIDING
		<input type="checkbox"/> Multiple Buildings:	N
		<input type="checkbox"/> Year Built / Effective Age:	1991/1991
		<input type="checkbox"/> Condition:	AVERAGE CONDITION
		<input type="checkbox"/> Quality Grade:	Avg+
		<input type="checkbox"/> Above Ground Living Area:	1330



If you wish to continue with this basis of appeal, please explain the discrepancy in the box at the bottom of the page (1500 characters or less) and/or upload supporting documentation in the Attachments tab.

Click Next.

## Commercial Income Page

Click Next to skip this page.

## Comparable Selection Page

On this screen you will search for comparable properties sales and/or assessments to add to your comparable grid. The page will be pre-populated with search criteria. You may change any or all search criteria listed.

**Search Based on Equity:** Scroll down and choose

Find Comparables

**Search Based on Market Value:** Scroll down and choose

Recent Comparable Sales Search [Show/Hide](#)

Add these parameters to focus your search on recent sales

You will see the following criteria. In order to see sales, input your selected date range only.

(Note: Sales information is only visible on the comparable grid when comparable sales/market is chosen as the reason for filing.)

Sale Date Range:	From	<input type="text"/>	<input type="text"/>
		MM	YYYY
	To	<input type="text"/>	<input type="text"/>
		MM	YYYY
Sale Price Range:		<input type="text"/>	To <input type="text"/>

**No Comparables?** Expand your search parameters as necessary. At the top of the screen, exclude Architectural Style. Choose Find comparables again. Still no comparables? Exclude Year Built Range and so on and so forth. If you exclude NBHD (Assessment neighborhood), you should add Distance criteria underneath the custom section.

## How to Add Comparables

To add comparables one at a time, click anywhere on the comparable row then click Add Selected Parcels.

To add multiple comparables, hold down the Ctrl key on your keyboard and click on the comparables' rows.

Click Add Selected Parcels.

**Search Results**

PIN	Address	Stories	Style	AGLA	Total AV	Sale Dt	Sale Price	Deed Type	Distance
		2	CONDO	1,346	\$46,976	2019-01-19	\$138,000	WARRA... DEED	598 ft.
		2	CONDO	1,346	\$47,509	2019-05-19	\$139,500	WARRA... DEED	606 ft.
		2	CONDO	1,346	\$47,509	2019-04-19	\$143,500	WARRA... DEED	684 ft.

1 - 3 of 3 items

Add Selected Parcel(s)

Added parcels should appear under the "Parcels Added to Application" section.

To remove a parcel, select the parcel row and click Remove Selected Parcel.

**Parcels Added to Application**

Note	PIN	Address	Card	Stories	SFLA	Bed	Bath
Subject - Do not Remove			1	2	1,346	0	1/1
			1	2	1,346	0	1/1
			1	2	1,346	3	1/1
			1	2	1,346	0	1/1

1 - 4 of 4 items

Remove Selected Parcel

Previous Cancel Filing Next

When you are finished added comparables, click Next to generate the comparable grid.

## Parcel Comparables Page

You can remove parcels by clicking the trash can next to each comparable.



A screenshot of a user interface element showing a box labeled "Comp #1" with a trash can icon to its right. A green rectangular box highlights the trash can icon.

You can add parcels by entering a PIN into the Parcel ID box and clicking Add Comparable.



A screenshot of a form with a text input field labeled "Parcel ID" and a button labeled "Add Comparable" to its right.

Click Next.

## Attachments Page

This page allows you to add additional attachments to your appeal based on the reason for filing. You can add the following information:

- Recent Appraisal
- Settlement Statement or Closing Disclosures, etc. for a recent purchase
- Explanation of Factual Error

Note: If your appeal is based on Sales comparables or Equity and you added a comparison grid, you may not need to add any additional evidence on this screen.

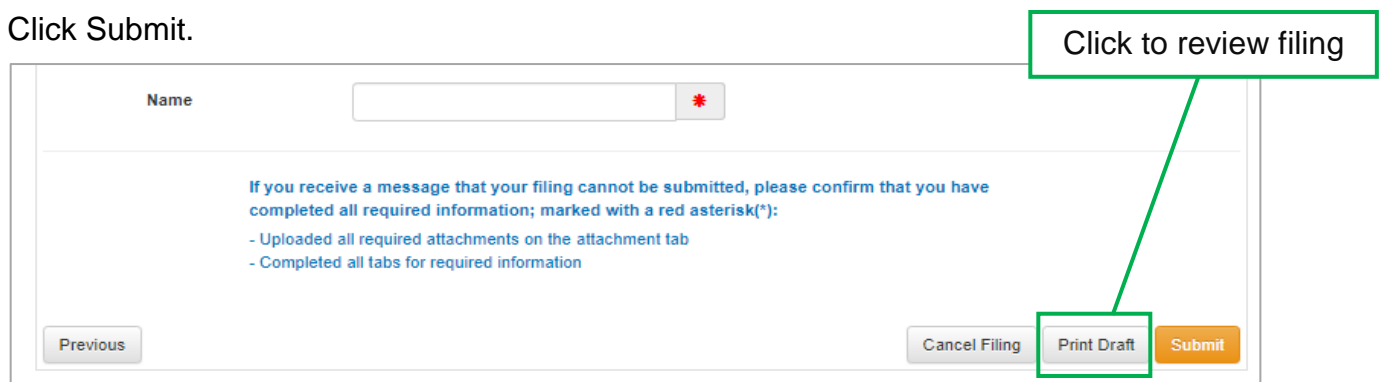
Click Next.

## Submit Page

You are now ready to submit your appeal. You will be able to access your appeal information through the Smartfile account you created. It is recommended that, prior to filing, you click Print Draft and review your filing information to ensure its accuracy. A draft of your filing will pop up in a new window for your review.

Type your name into the name box.

Click Submit.



A screenshot of the Submit Page. At the top, there is a "Name" label and an input field with a red asterisk (\*) to its right. Below this is a large text area containing the following text: "If you receive a message that your filing cannot be submitted, please confirm that you have completed all required information; marked with a red asterisk(\*):" followed by two bullet points: "- Uploaded all required attachments on the attachment tab" and "- Completed all tabs for required information". At the bottom of the page, there are three buttons: "Previous", "Print Draft", and "Submit". A green rectangular box highlights the "Print Draft" button, and a callout box with the text "Click to review filing" is connected to it by a green line.