

# Important Information for Property Owners in Cuba, Ela, Grant, Libertyville and Vernon Townships

The assessment appeal process for the five townships listed above is different than other townships in Lake County because they have chosen to use a different software system. This decision to move to a separate system impacts how taxpayers in these townships review and appeal their assessments.

## Appeal Instructions for Cuba, Ela, Grant, Libertyville and Vernon Townships:

1. From the [Lake County SmartFile E-Filing login page](#), click the link to access your local township assessor's tax portal.
2. Follow the instructions on that tax portal for how to find comparable properties and populate them into a grid sheet.
3. Download the grid sheet on your computer.
4. Navigate back to the [Lake County SmartFile E-Filing login page](#), create an account or log in to your existing account.
5. Select "AP-Assessment Appeal," and click Begin Filing. From there, enter your Parcel PIN, click Search and click Start Filing.
6. Complete the information requested in the Application tab. **Do NOT search for comparable properties using this system.** The information in the County system for your township is not accurate.
7. Under the Appeal Reason tab, select the appropriate response, and complete the Requested Value section at the bottom of the page.
8. Navigate to the Attachments tab and upload the grid sheet of comparable properties that you generated from your township assessor's portal.
9. After completing the above steps, go to the Submit tab, type in your name and press submit. You will receive an email confirmation that your appeal has been received.

## Get Help

### Call or visit the Chief County Assessment Office

18 N. County St., 7th Floor, Waukegan  
847-377-2050  
Monday – Friday,  
8:30 a.m. to 5 p.m.

### Contact your local township assessor's office

<a href="#">Cuba</a>	28000 W Cuba Road, Barrington	847-381-1120
<a href="#">Ela</a>	1155 E Route 22, Lake Zurich	847-438-8370
<a href="#">Grant</a>	26725 Molidor Road, Ingleside	847-546-8880
<a href="#">Libertyville</a>	359 Merrill Court, Libertyville	847-362-5900
<a href="#">Vernon</a>	3050 Main Street, Buffalo Grove	847-634-4602