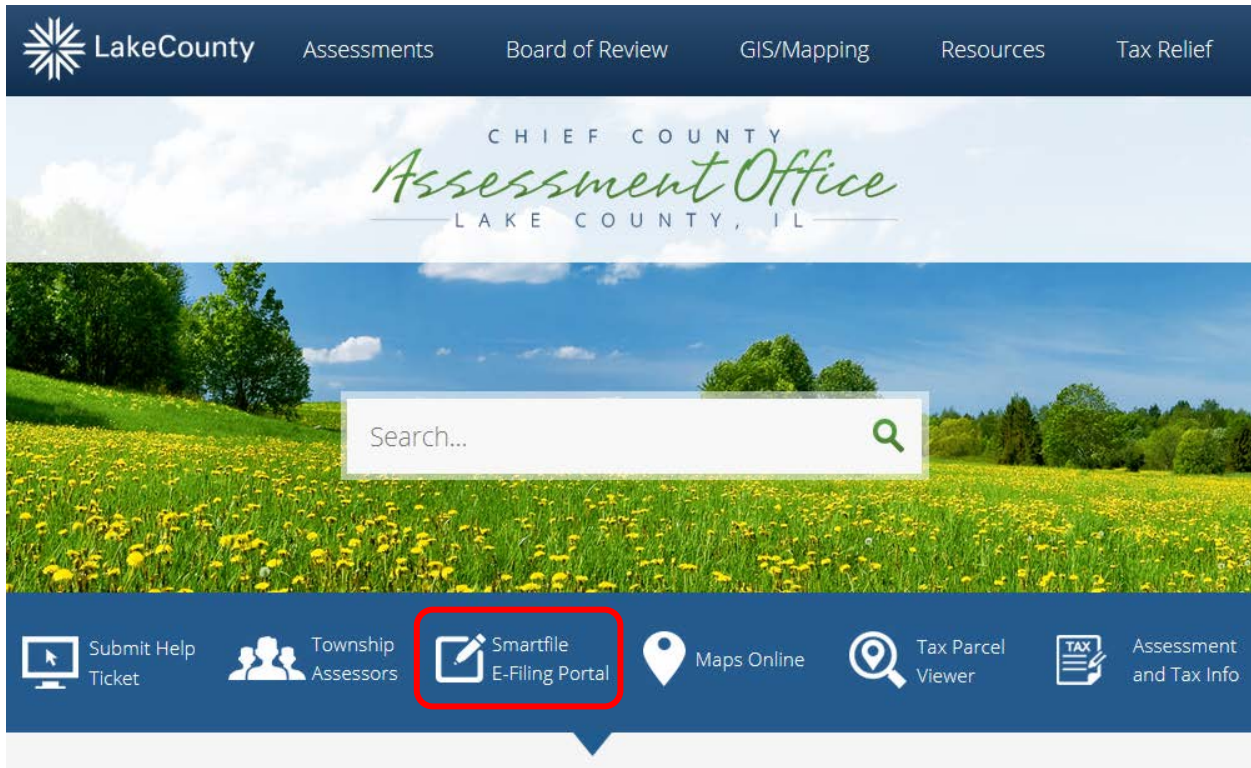


## Filing for Open Space through Smartfile

1. Open Smartfile by going to [https://lakecountyilpaefile.tylertech.com/lake\\_il\\_sf/](https://lakecountyilpaefile.tylertech.com/lake_il_sf/). You can also navigate there by going to the Chief County Assessment Office website ([www.assessor.lakecountyil.gov](http://www.assessor.lakecountyil.gov)) and clicking the **Smartfile E-Filing Portal** button in the blue bar below the search box:



2. If you already have a Smartfile account, login using your email and password. If you don't have an account, click the **New user? Create an account** link to get started.

### Login

Email

Password

[Guest Login](#)

[Forgot password?](#)

[New user? Create an account](#)

- Once you've logged in, scroll to the bottom of the page to find the open space filing—**PR – Valuation of Open Spaces**. Double click the link to open the filing.

[PR - PTAX 762C - Certificate of Ineligibility for Model Home Assessment](#)

[PR - Valuation of Open Spaces](#)  
This allows for the filing for open space valuation in accordance with Section 10-155 of the Property Tax Code (35 ILCS 200/10-155).

- On the next page, click the **Begin Filing** button.

## Application for Valuation of Real Property Used for Open Space Purposes

[Begin Filing](#)

- Enter your parcel's PIN (without hyphens or spaces) in the Parcel PIN search box, then click **Search**

Parcel Selection   Verify Parcels   Certificate   Submit

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](#)

### Search Results

PIN	Owner Name	Property Address	Acres	App. Status
No items to display				

[Add Selected Parcel\(s\)](#)

### Parcels Added to Application

PIN	Owner Name	Property Address	Acres	App. Status
No items to display				

[Remove Selected Parcel](#)

[Cancel Filing](#) [Next](#)

6. Your parcel will then appear in the Search Results box

Parcel Selection    Verify Parcels    Certificate    Submit

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: Bojanski, Bronowski, Bukowski, etc.

Building/House Number:

Street Name:

### Search Results

PIN	Owner Name	Property Address	Acres	App. Status
98-76-543-210	JQ TAXPAYER	123 SESAME ST	120	

Navigation: [Home] [Left] **1** [Right] [Home]      1 - 1 of 1 items

### Parcels Added to Application

PIN	Owner Name	Property Address	Acres	App. Status
-----	------------	------------------	-------	-------------

Navigation: [Home] [Left] **0** [Right] [Home]      No items to display

7. Click the parcel (it will turn blue to indicate it has selected) then click **Add Selected Parcel(s)**

Parcel Selection    Verify Parcels    Certificate    Submit

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

PIN	Owner Name	Property Address	Acres	App. Status
98-76-543-210	JQ TAXPAYER	123 SESAME ST	120	

Navigation: < < 1 > >

1 - 1 of 1 items

### Parcels Added to Application

PIN	Owner Name	Property Address	Acres	App. Status
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Navigation: < < 0 > >

No items to display

8. The parcel will then appear in the Parcels Added to Application box. If are putting more than one parcel on the application, repeat steps 5-7 until all of them are in the Parcels Added to Application box. If you wish to remove any parcels from your application, select them and click the Remove Selected Parcel button at the bottom of the page. Once you have added all of your parcels to the application, click **Next**.

Parcel Selection    Verify Parcels    Certificate    Submit

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:   
Last Name, First Name  
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

PIN	Owner Name	Property Address	Acre	App. Status
98-76-543-210	JQ TAXPAYER	123 SESAME ST	120	

1 - 1 of 1 items

### Parcels Added to Application

PIN	Owner Name	Property Address	Acre	App. Status
98-76-543-210	JQ TAXPAYER	123 SESAME ST	120	

1 - 1 of 1 items

9. Verify that you have added the correct parcels to your application, then click **Next**.

Parcel Selection **Verify Parcels** Certificate Submit


### Verify Properties

Please verify the below list of properties included in this application. If you need to add or remove PINs, please return to the Parcel Selection tab.

PIN	Property Address	Township	Application Status
98-76-543-210	123 SESAME ST	WEST DEERFIELD	

1 - 1 of 1 items

Previous Cancel Filing **Next**

10. Fill out the certificate. Required information is indicated by a red asterisk: . Owner/Applicant's Name, address, and email will auto-populate. Review them for accuracy and update them if necessary. If you are an agent or attorney filing on the applicant's behalf, fill out the Agent/Attorney section. Once you've completed the section, click **Next**.

Parcel Selection Verify Parcels **Certificate** Submit

### Application for Valuation of Real Property Used for Open Space Purposes

Complete the following information

**Owner/Applicant's Name** JQ TAXPAYER ✓

**Address** 123 SESAME ST ✓

TOWNSBERG IL 60044 ✓

**Telephone Number** (555) 555-5555 ✓

**Email** taxpayer@email.com ✓

**Attorney / Agent Name**

**Address** Street Address

City, State Zip

**Telephone Number** (###) ###-####

**Email**

Assessment year for which you are requesting this open space purposes assessment: 2021

Date property began to be used for open space purposes: 01/22/2006  ✓

Has this property been used for open space purposes for three years preceding the assessment year? Yes  ✓

Total Acres 120.0000

Verification Acknowledgement  
Under penalties of perjury, I state that, to the best of my knowledge, the information contained in this application is true, correct and complete.

Applicant's Signature JQ Taxpayer ✓

Previous Cancel Filing **Next**

11. Finally, click **Submit** to submit your application.

[Parcel Selection](#) [Verify Parcels](#) [Certificate](#) **Submit**

**Legal Notice**  
By clicking submit below, I certify that the statements contained in this application, including any attachments to the application, are true to my knowledge.

Previous Cancel Filing Print Draft **Submit**