

## 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. Visit the Lake County SmartFile E-Filing login page, create an account, or log in to your existing account.
2. Select **AP01: Assessment Appeal**, and read the “Special instructions” for Cuba, Ela, Grant, Libertyville and Vernon Townships.
3. Click the link to access the Assessor’s page and follow the instructions on the tax portal on how to find comparable properties and populate them into a grid sheet.
4. Download the grid sheet on your computer.
5. Navigate back to the Lake County SmartFile E-Filing page to continue filing your appeal.
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 Street, 7<sup>th</sup> Floor  
Waukegan, IL 60085

847-377-2050

Monday-Friday 8:30am-5:00pm

#### Contact your local Township or Assessor’s Office

Cuba	28000 W. Cuba Road, Barrington	847-831-1120
Ela	1155 E. Route 22, Lake Zurich	847-438-8370
Grant	26725 Molidor Road, Ingleside	847-546-8880
Libertyville	359 Merrill Court, Libertyville	847-362-5900
Vernon	3050 Main Street, Buffalo Grove	847-364-4602

