Your preparation plan

Starting point: A property-record detail may be wrong

Your question (not verified): The record lists 2400 square feet; my floor plan lists 2000. Do the definitions match?

Documents you listed (not reviewed): A: current property record. B: dated floor plan. Source dates and measurement basis still need verification.

1. Confirm the local route

Reviewing office: your county board of review, or the Cook County Assessor for a separate Cook Assessor appeal

Form / route: Your county board of review's required complaint form

This is the Illinois statewide route. Your county may use its own office, deadline or fee, so confirm those against your assessment notice or the official directory before you file. The jurisdiction exceptions in this guide list the ones we hold.

Open the official source:
https://tax.illinois.gov/localgovernments/property/appeals.html

Use your current notice to verify the deadline, valuation date, reviewing office, required form, signatures and fees. If the window is closed, ask about the applicable next route; this kit does not extend it.

2. Build your evidence list

- Current property record and the assessment notice
- Dated records supporting the detail you question, such as a floor plan

Compare definitions, dates and measurements. Mark discrepancies as questions until verified; ask the local office which correction or appeal route applies.

3. Assemble your preparation draft

Your question is carried into the notice worksheet and your document list into the filing tracker. Add a source and date for each item, label attachments, and explain only what the evidence supports. Leave unsupported conclusions out. The comparable organizer includes any records you supplied, labeled unverified; missing records remain blank. These entries are not an AppealMyTax comparable-sales analysis.

4. Review before filing

Complete the editable worksheets and letter, remove every placeholder, and use the required official form. Check all facts, attachments and signatures, submit yourself through the official route and save confirmation. These preparation materials are not a filed appeal or a verified valuation.

Your notice and deadline worksheet

Type into these fields in a PDF reader that supports forms, save a copy, or print and complete by hand. Any prefilled details were supplied by you, not verified by AppealMyTax. Verify each entry against your notice and official local instructions. Characters outside this PDF font are shown as U+ codes; correct these in your final filing. This is not a government filing form.

Property address and parcel identifier

FICTIONAL EXAMPLE PROPERTY - not a real address

State, county, township and reviewing body

Assessment year and valuation date

2026

Notice value, value label and requested value

Filing deadline and official source / date checked

Required local form, filing method, fee and signature rules

Property-record errors to verify and supporting records

Owner question (unverified): The record lists 2400 square feet; my floor plan lists 2000. Do the definitions match?

FICTIONAL FILLED SAMPLE - NOT RESEARCHED, VERIFIED OR FILED

Your comparable-property evidence organizer

Complete one entry per comparable using your own research. Record source dates and material differences; a lower assessment alone does not establish an appeal. Duplicate this page if needed. No comparable data is included.

Subject: size, age, condition, location and assessment basis

Comparable 1: address, value / sale date, source and date checked

Comparable 1: similarities and important differences

Comparable 2: address, value / sale date, source and date checked

Comparable 2: similarities and important differences

Comparable 3: address, value / sale date, source and date checked

Comparable 3: similarities and important differences

Condition photos, repair estimates and other supporting records

FICTIONAL FILLED SAMPLE - NOT RESEARCHED, VERIFIED OR FILED

Explain how the evidence supports your requested correction

Your filing and hearing tracker

Use the official local process. Keep a copy of your complete submission and its confirmation. This worksheet organizes your work; it does not submit an appeal or replace a required form.

Official form, signatures and attachments checked

Evidence index: document names, dates and page numbers

Owner-listed documents (not reviewed): A: current property record. B: dated floor plan. Source dates and measurement basis still need verification.

Submission date, method and confirmation / tracking number

Case number and reviewing-office contact details

Hearing date, location / access link and appearance requirements

Evidence-exchange and response deadlines / official source

Decision received, next deadline and source checked

Your appeal letter template

Type into the letter below in a PDF reader that supports forms, then save a copy. Each letter page is a separate editable field. Replace every [bracketed] field, verify the facts, and complete the required official application. Check all text in print preview; add a separate page if you need more space.

OWNER PREPARATION DRAFT — review and complete before filing
To: your county board of review, or the Cook County Assessor for a separate Cook Assessor appeal
Property: FICTIONAL EXAMPLE PROPERTY - not a real address
Owner: Sample Owner (fictional)
Parcel / account: [Parcel Number]
Assessment year: 2026
[Add the assessed value from your notice]

I request review of the assessment for the property identified above. The record lists 2400 square feet; my floor plan lists 2000. Do the definitions match?
[State your proposed value or requested correction if required by the official form, and explain the supporting evidence.]

Documents I intend to include: A: current property record. B: dated floor plan. Source dates and measurement basis still need verification.

Please consider the supporting information submitted with the required application.
Sample Owner (fictional)
[Signature, date, mailing address and contact details]

Evidence check: record the source URL or document name, parcel identifier and relevant date for each item. Facts you enter are homeowner-provided, not independently verified by this kit. Attach the actual records; a source link or typed description alone is not the evidence document.
Before submitting: verify every statement, attach the actual evidence, remove all placeholders, and complete the official application. This draft is not that application and does not establish eligibility, overassessment or filing. This is the Illinois statewide route. Your county may use its own office, deadline or fee, so confirm those against your assessment notice or the official directory before you file. The jurisdiction exceptions in this guide list the ones we hold.