

The Assessment Process

Assessor's Office

Most property is locally assessed by township and multi-township assessors, subject to the supervision and, if necessary, revision by the county Supervisor of Assessments. Townships generally are reassessed every four years. In quadrennial assessment years, lists of all property assessments are required by law to be published in a public newspaper published in the county. In the years between quadrennial assessments, a list of real estate assessments which have been changed is published. A notice must also be mailed to the taxpayer of any change in the assessed value.

Assessed Values

Assessors may revalue any property which has changed in value or which is incorrectly assessed. January 1st of each year is considered the date of valuation. The Revenue Act prescribes that on or before this date the Supervisor of Assessments calls on the County Clerk to receive the assessment books listing all parcels of real estate to be assessed in each of the townships in the county. In counties other than Cook, an assessor should complete their assessments by April 15th. After certifying their assessment books as correct, they are returned to the Supervisor of Assessments, who has until the first Monday in June to review the books to determine if any changes are necessary to achieve fairness. The assessment books are given to the County Board of Review for further review and equalization.

Real Estate Tax Bills

The County Clerk calculates the tax rate for a taxing district by dividing the district's tax levy by its tax base. The tax base is composed of the equalized assessed value of locally assessed property, less any homestead exemptions, plus the value of any State assessed property. The levy is the amount of revenue the taxing district wants to raise through property taxes. The County Clerk calculates the tax rate for each fund used by each taxing district by dividing the tax levy for that fund by the total equalized assessed value for the district that remains after deduction of the homestead exemptions. The aggregate rate a taxpayer sees on his bill will be a combination of a county rate, a township rate, a school district rate, a city rate if he lives within the boundaries of an incorporated municipality, and rates for any special districts such as fire, sanitary, etc., which services his area. In Illinois, the rate is generally expressed in terms of dollars per hundred dollars of equalized assessed valuation (the same as a percent).

Appeals Process

Informal appeal

Assessor

An assessor who still has the assessment book for the year can correct any assessment. Calling an erroneous assessment to the attention of the assessor early in the year may result in a correction without using the formal appeal process.

Formal appeal

Board of Review

The local appeal board is known as the Board of Review. Complaints on assessments must be filed in writing with the Board of Review in the county in which the property is located. In counties with a population of less than 150,000, complaints shall be filed by August 10th and in counties with a population of 150,000 to 1,000,000, complaints shall be filed by September 10th. The Board of Review must notify you, in writing, of its decision. A list of all assessment changes made will be published in a newspaper in the County after the Board adjourns.

Property Tax Appeal Board

The legislature has provided that any taxpayer dissatisfied with the decision of his local Board of Review may appeal such decision to the State Property Tax Appeal Board. The appeal to the State Board must be filed within thirty days of the postmark date or personal service date of the decision of the local Board of Review or the written notice of the application by the Board of Review of a township equalization factor. Final decisions of fact or law rendered by the State Board may be reviewed by the Circuit Courts under the Administrative Review Law on the record established at the Board hearing.