

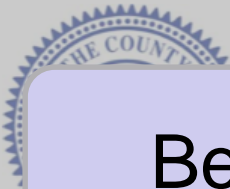
# A Kane County Taxpayer's Guide to Filing an Assessment Complaint

*“On written complaint that any property is overassessed or underassessed, the board [of review] shall review the assessment, and correct it, as appears to be just . . .”*

*—35 ILCS 200/16-55*



**Kane County Board of Review  
2018 Session**



# Residential/Farm

## Before you begin . . .

### KANE COUNTY BOARD OF REVIEW

719 Batavia Avenue, Building C  
Geneva, Illinois 60134-3000  
(630) 208-3818

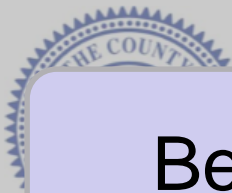
[www.KaneCountyAssessments.org](http://www.KaneCountyAssessments.org)

Postmark Date _____	Complaint No. _____
Use Code _____	Tax Code _____
Hearing Date _____	Hearing Time _____

### Instructions

1. The assessment complaint process is governed by the Board of Review’s Rules and Procedures, which can be found at [www.KaneCountyAssessments.org/rules.pdf](http://www.KaneCountyAssessments.org/rules.pdf). The taxpayer is responsible for reviewing these rules prior to filing a complaint.
2. This form must be filed no more than 30 days from the date of publication required under 35 ILCS 200/12-10.
3. All evidence must either accompany this complaint form, or be submitted electronically at [www.KaneCountyAssessments.org](http://www.KaneCountyAssessments.org) no more than 14 calendar days after final filing deadline. The Board will not accept additional written documentation after the filing is made except as provided in the Rules and Procedures.
4. Publication dates, filing deadlines, and evidence deadlines are available at [www.KaneCountyAssessments.org/Deadline.html](http://www.KaneCountyAssessments.org/Deadline.html).
- 5. If the complaint has more than one page, do not use staples or other bindings; use paper clips or binder clips instead.**
6. Corporate taxpayers and owners (including LLCs) must be represented by an attorney licensed to practice law in Illinois.
7. Instructions for filling out this form are available at [www.KaneCountyAssessments.org/AssessmentComplaint.html](http://www.KaneCountyAssessments.org/AssessmentComplaint.html).
8. If the taxpayer asks for an appearance before the Board but fails to appear, the complaint shall be dismissed.
9. Questions about this form or the Board’s Rules and Procedures may be directed to the Board office at (630) 208-3818.

**Discuss your property’s valuation  
with your Township Assessor; see  
[www.KaneCountyAssessments.org](http://www.KaneCountyAssessments.org)  
for Township Assessor contact information.**



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1. The assessment complaint process is governed by the Board of Review [www.KaneCountyAssessments.org/rules.pdf](http://www.KaneCountyAssessments.org/rules.pdf). The taxpayer is responsible for providing the necessary information.
2. This form must be filed no more than 30 days from the date of publication.
3. All evidence must either accompany this complaint form, or be submitted no more than 14 calendar days after final filing deadline. The Board of Review will not accept evidence filed after the deadline except as provided in the Rules and Procedures.
4. Publication dates, filing deadlines, and evidence deadlines are available on the Board of Review website.
5. If the complaint has more than one page, do not use staples or paper clips.
6. Corporate taxpayers and owners (including LLCs) must be represented by a qualified professional.
7. Instructions for filling out this form are available at [www.KaneCountyAssessments.org](http://www.KaneCountyAssessments.org).
8. If the taxpayer asks for an appearance before the Board but fails to appear, the Board will proceed with the review.
9. Questions about this form or the Board's Rules and Procedures may be directed to the Board of Review office at (630) 208-3818.



## Kane County Board of Review 2018

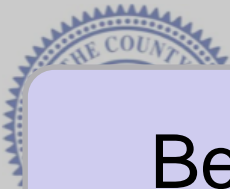
The Kane County Board of Review has adopted these rules and procedures "for the guidance of persons doing business with them and for the orderly dispatch of business" (35 ILCS 200/9-5). Questions may be directed to the Board of Review office at (630) 208-3818.

## Rules and Procedures

Kevin J. Schulenburg, RAA, Chairman  
Michael E. Madziarek, CIAO, Member  
Timothy J. Sullivan, MAI, SRA, Member  
Mark D. Armstrong, CIAO, Clerk

*Our Mission: A fair, impartial, and respectful review of every assessment complaint.*

**Review the Board's Rules and Procedures,  
which are available at  
[www.KaneCountyAssessments.org](http://www.KaneCountyAssessments.org).**



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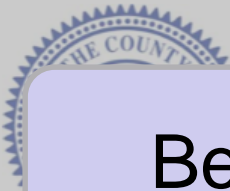
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5. **If the complaint has more than one page, do not use staples or other bindings; use paper clips or binder clips instead.**
6. Corporate taxpayers and owners (including LLCs) must be represented by an attorney licensed to practice law in Illinois.
7. Instructions for filling out this form are available at [www.KaneCountyAssessments.org/AssessmentComplaint.html](http://www.KaneCountyAssessments.org/AssessmentComplaint.html).
8. If the taxpayer asks for an appearance before the Board but fails to appear, the complaint shall be dismissed.
9. Questions about this form or the Board's Rules and Procedures may be directed to the Board office at (630) 208-3818.

**Remember to file your assessment complaint by the deadline for your Township; by state law, the Board of Review cannot accept complaints filed after the deadline. You can find the deadlines at [www.KaneCountyAssessments.org](http://www.KaneCountyAssessments.org).**



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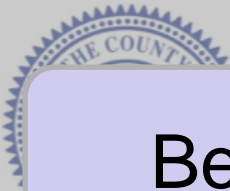
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### Evidence must be filed either:

- A. With this form; or
- B. Electronically at [KaneCountyAssessments.org](http://KaneCountyAssessments.org) no later than 14 days after your Township's filing deadline.



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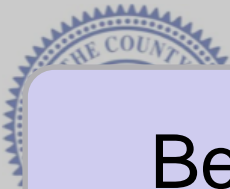
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**Do not use staples or other bindings!**



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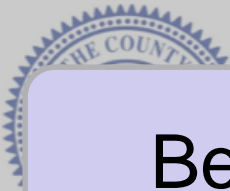
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**By law, corporate taxpayers must be represented by an attorney; all other taxpayers must either act on their own behalf or be represented by an attorney.**



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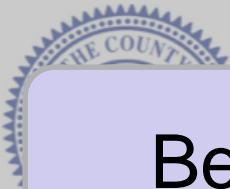
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**If you check the box wherein you demand an in-person hearing, you must appear before the board.**





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## Questions?

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***Visit***

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***or call (630) 208-3818.***