

2017 Lake County Board of Review Checklist

For a complete description of the requirements summarized below, it is important to review the 2017 Rules of the Lake County Board of Review.

Forms: Use only Lake County forms, found at boardofreview.lakecountyl.gov.

Completeness: Fill in all blanks and submit original set of paperwork.

Signature: Appellant or the attorney representative must sign the appeal form.

Timeliness of Appeal and Attached Evidence: File on or before the [township deadline](#).

Evidence accepted by the Board:

Condition Issues: When the basis of the appeal is the condition of the property, documentation should include date stamped photograph(s), contractor repair estimates or actual paid invoices, along with copies of any required building permits.

1. FACTUAL ERROR

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| <input type="checkbox"/> | See local assessor and bring supporting documentation, such as a survey. |
| <input type="checkbox"/> | If proceeding with an appeal: Submit explanation of factual error(s) and supporting documentation. |

2. RECENT SALE OF SUBJECT PROPERTY

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| <input type="checkbox"/> | Submit signed HUD-1 or signed original Settlement Statement and the recorded PTAX-203 or MLS closing listing sheet and full property history. |
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3. FAIR CASH VALUE

Submit one of the following sets of documents or information:

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| <input type="checkbox"/> | Submit the Lake County Comparable Property Grid , populated electronically with Lake County data. (assessor.lakecountyl.gov) |
| <input type="checkbox"/> | Appraisal (within the 14-day residential extension or within the 30-day commercial extension). |
| <input type="checkbox"/> | MLS listing sheet and the full property history of the subject property. |
| <input type="checkbox"/> | Signed affidavit of contractor's costs plus itemization of all subcontractor's costs and soft costs for the completion of the subject property. |
| <input type="checkbox"/> | For income producing properties, submit the Lake County Income Producing Property Form and supporting documentation as specified in the Board's 2017 Rules, Section IV C-7. |
| <input type="checkbox"/> | For vacancy cases, see local assessor or submit an affidavit of vacancy. |

4. EQUITY

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| <input type="checkbox"/> | Submit the Lake County Comparable Property Grid , populated electronically with Lake County data. (assessor.lakecountyl.gov) Comparable properties are submitted as evidence for equity appeals, arguing that the assessed value per square foot of a subject is higher than that of comparables. |
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5. MATTER OF LAW

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| <input type="checkbox"/> | Submit a legal brief. |
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