Association

	STOP BOARD USE ONLY		
KANE COUNTY BOARD OF REVIEW 719 Batavia Avenue, Building C	Postmark Date	Complaint No	
Geneva, Illinois 60134-3000 (630) 208-3818	Use Code	Tax Code	
https://Assessments.KaneCountyIL.gov	Hearing Date	Hearing Time	

1. This f	form is	solely	for the u	ise of

- A common interest community association as defined in the Common Interest Community Association Act (765 ILCS 160/1-5);
- A unit owners' association, as defined in the Condominium Property Act (765 ILCS 605/2(o)); or
- A master association, as defined in the Condominium Property Act (765 ILCS 605/2(u)).
- Assessment complaints files by individual unit owners must be filed on the Residential/Farm Assessment Complaint Form.
- 2. The assessment complaint process is governed by the Board of Review's Rules and Procedures, which can be found at https:// Assessments.KaneCountyIL.gov/Documents/Rules.pdf. All are advised to review them prior to filing a complaint.
- 3. One copy of this form and all supporting documents must be filed no more than 30 days from the date of publication of the assessment notice required under 35 ILCS 200/12-10. To see a list of publication dates and filing deadlines by township, visit https://Assessments.KaneCountyIL.gov/Pages/Deadline.aspx.
- 4. All evidence must either accompany this complaint form, or be submitted electronically at https://Assessments.KaneCountyIL.gov 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.
 - 5. If the complaint has more than one page, do not use staples or other bindings; use paper clips or binder clips instead.
 - 6. If the taxpayer asks for an appearance before the Board but fails to appear, the complaint may be dismissed.
 - 7. Questions about this form or the Board's Rules and Procedures may be directed to the Board office at (630) 208-3818.

Section 1: Property Identification (required)

Name of Association:

Name and Address of President of the Association:

Telephone Number (if teleconference hearing required): ______ No. of Units in development: _______ NO. of Units in development: ________ NO. of Units in development: _______ NO. o

If Association is represented by an attorney licensed to practice law in Illinois, please fill out the following information (A power of attorney signed by the President of the Association is required; otherwise, the complaint will be returned.)

Attorney Name: ______ IL ARDC Registration No.: _____

Firm Name:

Address:

Telephone:

City, State, ZIP:

Section 2: Oath (required) I swear or affirm that:

- I am the President of the above-captioned Association, or the duly authorized attorney; and
- The statements made and the facts set forth in the foregoing complaint are true and correct to the best of my knowledge; and
- I have attached a copy of the duly adopted resolution authorizing this filing; and
- If I am the attorney for the Association, I have attached a properly executed power of attorney; and
- Unless I have checked this box. I am not seeking a reduction of \$100,000 or more of Equalized Assessed Value on any individual condominium unit, and I waive the right to such a reduction at the Board of Review.

Association President or attorney signature	Print Name	Date
E-Mail Address:	(a)	
Check one: I do not require an appearance on this of the written evidence submitted by all particular the second s	complaint; the Board of Review may determi arties without an appearance before the Boar	ne the correct assessment based on d.
ing. I understand that failure to appear	v telephone or video conference; please notify c can lead to a dismissal of the complaint. I u Board of Review web site within 14 days of t	nderstand that I cannot submit any

Section 3: Reason for Assessment Complaint (required) Check all that apply

- □ 1. Overvaluation The Equalized Assessed Valuations (EAVs) of the individual units are greater than 1/3 their Fair Cash Values (must provide at sale comparables and/or attach complete appraisal report; see Rule D of *Rules and Procedures*); please note that in valuing condominium units, the Board will be valuing the units individually, and not in bulk to a single purchaser.
- □ 2. Equity The Equalized Assessed Valuations (EAVs) of the individual units are greater than the 2023 EAVs of other com-parable properties in the neighborhood (must provide EAV comparables; see Rule E of *Rules and Procedures*).
- □ 3. Discrepancy in Physical Data The Equalized Assessed Valuations (EAVs) were based on property record card descriptions that contain discrepancies from the actual physical data for the units (must attach explanation of discrepancies and must state the valuations sought; see Rule F of *Rules and Procedures*).

INSTRUCTIONS:

above.

1. Fill in the Property Index Number for each unit in the Association; please list them in numeric order.

- 2. Use additional sheets as needed; attach to complaint form prior to submittal.
- 3. The Association is responsible for submitting evidence in support of the requested reduction based on the reason(s) shown

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