

***Kane County
Township Assessor
Annual Instructional Assembly
for the
2024 (payable 2025) Tax Year***



Mark D. Armstrong, CIAO-M
Kane County Supervisor of Assessments
719 Batavia Avenue
Geneva, Illinois 60134-3000
Voice: (630) 208-3818
Fax: (630) 208-3824

Notes

COUNTY OF KANE

KANE COUNTY ASSESSMENT OFFICE

Mark D. Armstrong, CIAO-M

Supervisor of Assessments

Holly A. Winter, CIAO-I

Chief Deputy Supervisor of Assessments



719 Batavia Avenue, Building C

Geneva, Illinois 60134-3000

(630) 208-3818

Assessments.KaneCountyIL.gov

December 1, 2023

Dear Township Assessors:

Welcome to the 2024 Annual Instructional Assembly! This meeting is called pursuant to the requirements of the Illinois Property Tax Code, which requires me to “assemble all assessors and their deputies and instruct them in the uniformity of their functions.”¹ These instructions are required to be in writing and available to the public. Accordingly, this entire document is available to the public in a PDF file at Assessments.KaneCountyIL.gov.

The 2024 assessment year is the second year of the 2023-2026 quadrennial assessment cycle. Past data shows no clear pattern of assessment-complaint activity in such years—there have been both increases and decreases. Additionally, I anticipate a great deal of assessment-related legislation to be considered in the General Assembly after the omnibus legislation stalled in the General Assembly during the veto session. Because of the time required to review and act on assessment complaints—and the lack of foreknowledge of the volume of complaints in any given year—our continued focus in 2024 will continue to include emphasis on the statutory deadlines in all areas of the property tax cycle.

All Illinois assessing officers are required to follow the Illinois Property Tax Code² and the applicable rules provided in the Illinois Administrative Code.³ The instructions herein are intended to provide for the orderly processing of assessments pursuant to these laws and regulations, and shall not be construed to be contrary to either.

Please feel free to contact me or any one of my deputies with any questions you might have.

Very truly yours,

Mark D. Armstrong, CIAO-M

¹ 35 ILCS 200/9-15.

² 35 ILCS 200/1-1, *et seq.*

³ 86 Ill. Adm. Code 100, 86 Ill. Adm. Code 1919

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County Assessment Office Contacts

All Deputies can be reached at (630) 208-3818

For information on:	Contact:
Board of Review	Angie Martin (MartinAngela@KaneCountyIL.gov)
Conservation Right Public Benefit	Bev Doran (DoranBev@KaneCountyIL.gov)
Conservation Stewardship	Bev Doran (DoranBev@KaneCountyIL.gov)
Farmland Assessments	Bev Doran (DoranBev@KaneCountyIL.gov)
Forest Management	Bev Doran (DoranBev@KaneCountyIL.gov)
Fraternal Organization Freeze	Bev Doran (DoranBev@KaneCountyIL.gov)
Historical Value	Bev Doran (DoranBev@KaneCountyIL.gov)
Home Improvement Exemptions	Bev Doran (DoranBev@KaneCountyIL.gov)
Homestead Exemptions (Sr Freeze)	Guadalupe Magana (MaganaGuadalupe@KaneCountyIL.gov)
Homestead Exemptions (All Others)	Steve Fitzmaurice (FitzmauriceSteve@KaneCountyIL.gov)
Illinois Preservation Act	Bev Doran (DoranBev@KaneCountyIL.gov)
Model Home Assessment	Bev Doran (DoranBev@KaneCountyIL.gov)
New Construction	Bev Doran (DoranBev@KaneCountyIL.gov)
Non-Homestead Exemptions	Robin Huber (HuberRobin@KaneCountyIL.gov)
Open Space	Bev Doran (DoranBev@KaneCountyIL.gov)
PAMS export	Jennifer Fiene (FieneJennifer@KaneCountyIL.gov)
Posting Instructions	Bev Doran (DoranBev@KaneCountyIL.gov)
<i>Pro rata</i> Assessments	Bev Doran (DoranBev@KaneCountyIL.gov)
Property Tax Appeal Board	Donna King (KingDonna@KaneCountyIL.gov)
Real Estate Transfer Declarations	Bev Doran (DoranBev@KaneCountyIL.gov)
Reasons for Change	Bev Doran (DoranBev@KaneCountyIL.gov)
Sales Ratio Study	Bev Doran (DoranBev@KaneCountyIL.gov)
Sales Information	Bev Doran (DoranBev@KaneCountyIL.gov)
SharePoint file transfers	Jennifer Fiene (FieneJennifer@KaneCountyIL.gov)
Solar Energy Assessment	Bev Doran (DoranBev@KaneCountyIL.gov)
Veterans Organization Freeze	Bev Doran (DoranBev@KaneCountyIL.gov)
Veterans (Adaptive)	Bev Doran (DoranBev@KaneCountyIL.gov)
Wooded Acreage	Bev Doran (DoranBev@KaneCountyIL.gov)

Valuation in Years other than General Assessment Years

35 ILCS 200/9-160, et seq.

The 2024 assessment year is the second year in the four-year cycle that began in 2023 (the most recent general assessment year). The courts have ruled that a non-general-assessment year must be treated differently than a general assessment year.⁴ In 2024, the Illinois Property Tax Code requires Assessors to:

- “list and assess all property which becomes taxable and which is not upon the general assessment” (i.e., the 2023 general assessment);⁵
- “return a list of all new or added buildings, structures or other improvements of any kind . . . and the value which, in his or her opinion, has been added to the property by the improvements”;⁶
- “include or exclude, on a proportionate basis in accordance with the provisions of Section 9-180, all new or added buildings, structures or other improvements, the value of which was not included in the valuation of the property for that year, and all improvements which were destroyed or removed;”⁷ and
- “Revise **and** correct any assessment as appears to be just.”⁸
- In ruling on the legislative intent of “revise and correct”, the courts have ruled:
“Section 9-75 permits an assessor to ‘revise and correct an assessment as appears to be just.’ (citation omitted). The assessor does not have the authority to revise or correct. If the legislature so intended it would have so indicated. The circumstances of the instant appeal do not require a revision and correction of the assessment to cure an “unjust” assessment in 1995. The record shows that the reason for the reassessment in 1996 was not due to an incorrect assessment in the 1995 quadrennial year or to changes made to the property.”⁹

Therefore, if a property was assessed correctly in 2023, and there were no changes to the property since that time, the legal authority to change an assessment is limited to equalization “between or within townships or between classes of property, or when deemed necessary to raise or lower assessments within a county or any part thereof to the level prescribed by law.”¹⁰

More Information: Mark Armstrong, ArmstrongMark@KaneCountyIL.gov, 630-208-3818.

⁴ *Albee v. Soat*, 315 Ill. App. 3d 888, 891 (Ill. App. Ct. 2000).

⁵ 35 ILCS 200/9-160.

⁶ *Id.*

⁷ *Id.*

⁸ 35 ILCS 200/9-75, emphasis added.

⁹ *Albee* at 891, emphasis in original.

¹⁰ 35 ILCS 200/9-205.

Use of Sale Price in Assessments

sale chase (*verb; inflected form: sale chas-ing*)

¹to change assessments on individual properties that have recently sold, without changing assessments on comparable properties that have not sold.

²to appraise without regard to uniformity, in violation of 35 ILCS 200/9-145, *et seq.*

The Illinois Constitution requires that “taxes upon real property shall be levied uniformly by valuation ascertained as the General Assembly shall provide by law.”¹¹

In *Walsh v. Property Tax Appeal Board*, the Illinois Supreme Court ruled that using recent sales prices to determine the fair cash value and tax assessment of those properties, while not using those sales to value similar properties, violates the uniformity clause of the Illinois Constitution.¹² While *Walsh* was about a Board of Review raising an issue on its own motion, it can also apply to an initial development of assessed values: “The Illinois Constitution's uniformity clause requires not only uniformity in the level of taxation, but also in the basis for achieving the levels.”¹³

However, the courts have not extended this provision to assessment appeals. In assessment appeals, the courts have ruled that

“[t]here are three accepted methodologies for valuing real property for taxation purposes, which we will discuss shortly. But overriding them all is one bedrock principle of law: A recent, arm's-length sale of the property is the best evidence of its fair market value. As our supreme court wrote decades ago: ‘It goes without saying that a contemporaneous sale between parties dealing at arms length is not only relevant to the question of fair cash market value [citations], but would be *practically conclusive* on the issue of whether an assessment was at full value.’”¹⁴

But even this principle has its limits: “practically conclusive” is not the same as “conclusive.” “The sale price of property does not necessarily establish its value without further information on the relationship of the buyer and seller and other circumstances.”¹⁵

The courts are aware these two principles seem contradictory, noting that “[l]ogic and taxation may not be the “best of friends.”¹⁶ But absent new laws or new court decisions, Assessors must keep both of these principles.

More Information: Mark Armstrong, ArmstrongMark@KaneCountyIL.gov, 630-208-3818.

¹¹ Ill. Const. Art. 9, § 4(A) (1970).

¹² *Walsh v. Property Tax Appeal Board*, 181 Ill. 2d 228, 235 (Ill. 1998).

¹³ *Id.*

¹⁴ *Gateway-Walden, LLC v. Pappas*, 430 Ill. Dec. 921, 928-29 (Ill. App. Ct. 2018), emphasis in original.

¹⁵ *Ellsworth Grain v. Property Tax Appeal Board*, 172 Ill. App. 3d 552, 557 (Ill. App. Ct. 1988).

¹⁶ *Walsh* at 237.



Illinois Department of Revenue

Office of Local Government Services
101 W. Jefferson St.
PO Box 19033
Springfield, IL 62794-9033
Phone: (217) 785-6619 Fax (217) 782-9932

MEMORANDUM

To: Chief County Assessment Officers

From: David Fangmeier, Supervisor
Sales Ratio and Audit Section
Property Tax Division
Office of Local Government Services

Date: December 15, 2010

Re: Revised CCAO Codes

This memo is being sent to inform everyone of recent changes made to the CCAO Codes as a result of recent legislation (Public Act 96-1083).

As you all know, changes were made to Form PTAX-203, Line 10. The following 2 lines were added to the form, and the instructions were updated:

Line 10g, Short sale

- The property was sold for less than the amount owed to the mortgage lender or mortgagor, if the mortgagor has agreed to the sale.

Line 10h, Bank REO (real estate owned)

- The first sale of the property owned by a financial institution as a result of a judgment of foreclosure, transfer pursuant to a deed in lieu of foreclosure, or consent judgment occurring after the foreclosure proceeding is complete.

Due to these changes, we have updated the CCAO Codes to accommodate these new lines. We have also decided to 'retire' Code 46 (Compulsory Transaction) starting with declarations recorded *on* or *after* January 1, 2011 and implement new codes for identifying Compulsory Transactions. The CCAO Code of 46 will no longer be valid for declarations recorded after December 31, 2011. The new codes will be:

- 54 Court-ordered sale - *NEW*
- 55 Sale in lieu of foreclosure - *NEW*
- 56 Condemnation - *NEW*
- 57 Short sale - *NEW*
- 58 Bank REO (real estate owned) - *NEW*

For your convenience, I have attached an updated copy of all the valid CCAO codes. Please share this information with your staff.

If you have any questions regarding this memo, please contact us at (217) 785-6619.

CCAO Code Listing

Codes 01-28	
Code	Description
01	Split
02	Partial Assessment
03	Prorated Assessment
04	35 ILCS 200/10-25 - Model Home
05	35 ILCS 200/10-30 - Developer's Lot
06	35 ILCS 200/10-35 - Common Area \$1 Assessment
07	35 ILCS 200/10-40 - Historic Residence
08	35 ILCS 200/10-150 - Forestry Management
09	35 ILCS 200/10-166 - Registered Land/Conservation Rights
10	35 ILCS 200/10-240 & 35 ILCS 200/10-350 - Veteran's and Fraternal Organization Assessment Freeze
11	*Exempt Parcel
12	*State Assessed
13	*PTAX-203 Filed in Wrong County
14	*Multiple County Sale
15	Same Surname
16	Farm Less than 5 Acres
17	Multi-class (farm/non-farm)
18	*Mineral & Timber Rights
19	*Subsidence Rights
20	Vacant Lot with Building Assessment – Single Parcel Sale Only (not an automatic exclusion from study)
21	Building with Vacant Lot Assessment – Single Parcel Sale Only (not an automatic exclusion from study)
22	Mobile Home on Privilege Tax Sold as Real Estate
23	Buyer/Seller is a Church, School or Charitable Organization
24	Sale by Executrix using Warranty/Trustee Deed
25	Buyer is a Trustee using Warranty/Trustee Deed
26	*Cemetery Lot using Warranty/Trustee Deed
27	*Re-recorded Document
28	*Locally Assessed Railroad
	*Indicates NO Board of Review Final Equalized Assessment is needed on the declaration
Codes 40-58: ONLY used when the Assessor has information contradictory to what is on the PTAX-203. Do NOT use Codes 40-52 or 54-58 if the information on the PTAX-203 is correct.	
Codes 40-58	
Code	Description
40	Date of Deed
41	Deed Type
42	Buildings Added/Removed/Remodeled
43	Contract for Deed
44	Related Parties
45	Partial Interest
47	Auction Sale
48	Particular Buyers/Sellers
49	Simultaneous Trade of Property
50	Sale-leaseback
51	Advertised for Sale
52	Personal Property List Incorrect
53	Altered Consideration – Use only if Line 11 is visibly altered and not initialed
54	Court Ordered Sale
55	Sale in Lieu of foreclosure
56	Condemnation
57	Short Sale
58	Bank REO (Real Estate Owned)

Explanation of CCAO Codes Used on the PTAX-203

Code 01 "Split" – One or more of the parcels sold has been split as a result of the sale.

Code 02 "Partial Assessment" – A partially completed improvement was assessed on the property as of the previous January 1, and the improvement was complete or is complete as of the sale date.

- The information from line 9 of the PTAX-203 should verify any change in the improvement. Use Code 42 in addition to Code 02 if the information on Line 9 of the PTAX-203 does not verify a change in the improvement.

Code 03 "Prorated Assessment" – In the year prior to the sale, the property was subject to an "instant assessment" under 35 ILCS 200/9-180 or the property has a change in exempt status during the assessment year and received a partial year assessment under 35 ILCS 200/9-185. Use Code 11 for parcels having exempt status during the entire assessment year.

Code 04 "Model Home" - In the year prior to the sale, the property was assessed as a model home under 35 ILCS 200/10-25.

Code 05 "Developer's Lot" – In the year prior to the sale, the property was assessed as a developer's lot under 35 ILCS 200/10-30.

Code 06 "Common Area" – In the year prior to the sale, the property was given a \$1 assessment as common area under 35 ILCS 200/10-35.

Code 07 "Historic Residence" – In the year prior to the sale, the property was assessed as a historic residence under 35 ILCS 200/10-45 or 35 ILCS 200/10-50.

Code 08 "Forestry Management" – In the year prior to the sale, the property was assessed under 35 ILCS 200/10-150.

Code 09 "Registered Land/Conservation Rights" – In the year prior to the sale, the property was assessed under 35 ILCS 200/10-166.

Code 10 "Veteran's Organization Assessment Freeze" – In the year prior to the sale, the property was assessed under 35 ILCS 200/10-300.

Code 11 "Exempt Parcel" – In the year prior to the sale, the property was totally exempt from taxation for the assessment year prior to the sale based on a Department certification or the judgment of a court of competent jurisdiction.

Code 12 "State Assessed" – In the year prior to the sale, the property was a railroad operating property, a pollution control facility, or a low sulfur dioxide coal fueled device assessed by the Department.

Code 13 "PTAX-203 Filed in Wrong County" – The property sold is not located in the county.

Code 14 "Multiple County Sale" – The property sold is located in more than one county.

Code 15 "Same Surname" – The buyer and the seller have the same surname.

Code 16 "Farm Less than 5 Acres" – The property was assessed as a farm under 35 ILCS 200/10-110 through 10-145 and contains less than 5 acres. This sale will not be used in either the general ratio study or in the farm ratio study.

Code 17 "Multi-class (farm/non-farm)" – The property was partly assessed as farm. This code does not apply when the sold properties are subject to assessments only for farmland, farm home site, farm home, and or farm buildings. This code applies to both single and multiple parcel transactions.

Code 18 "Mineral Rights" – Only mineral rights were sold.

Code 19 “Subsidence Rights” – Only subsidence rights were sold. If only mineral rights and subsidence rights were sold, use Code 18 or Code 19.

Code 20 “Vacant Land with Building Assessment” – A single parcel was sold, its current use on line 8 of the PTAX-203 was “vacant”, and the parcel had a building assessment for the year prior to the sale.

NOTE: A Code 20 is *not an automatic exclusion* from the sales ratio study. The system decides if it's *included* (even when coded a 20) or it flags it for IDOR staff to review and to make a determination based on the information provided on and with the PTAX-203 if it should be excluded from the study. In order for the Department to exclude a Code 20, the County must provide evidence that there was not a building on the parcel at the time of the sale.

Code 21 “Building with Vacant Lot Assessment” – A single parcel was sold, its current use on line 8 of the PTAX-203 involves a building and the parcel had no building assessment for the year prior to the sale.

NOTE: A Code 21 is *not an automatic exclusion* from the sales ratio study. The system decides if it's *included* (even when coded a 21) or it flags it for IDOR staff to review and to make a determination based on the information provided on and with the PTAX-203 if it should be excluded from the study. In order for the Department to exclude a Code 21, the County must provide evidence that there was a building on the parcel at the time of the sale.

Code 22 “Mobile Home on Privilege Tax that was Sold as Real Estate” – The property contained a mobile home assessed on privilege tax that was sold as real estate i.e., the current use on line 8 of the PTAX-203 was “mobile home residence” and line 12b on the PTAX-203 was checked “No.” See the Mobile Home Procedures section of this guide for additional information.

Code 23 “Buyer/Seller is a Church, School or Charitable Organization” – Exemption b is not claimed on line 16, but is clear from the buyer's/seller's name in Part 4 on the PTAX-203 that the buyer or seller is the church, school, hospital, or charitable organization. (Usually, a charitable organization will have a sales tax exemption letter from the Department.)

Code 24 “Sale by Executor or Executrix using Warranty/Trustee Deed” – It is clear from the seller's name in Part 4 on the PTAX-203 that the seller is an executor or executrix, but the deed type on line 5 is “Warranty deed” or “Trustee deed”.

Code 25 “Buyer is Trustee using a Warranty/Trustee Deed” It is clear from the buyer's name in Part 4 on the PTAX-203 that the buyer is a trustee, but the deed type on line 5 is “Warranty deed” or “Trustee deed”.

Code 26 “Cemetery Lot Using a Warranty/Trustee Deed” – The property is a cemetery lot but the deed type on line 5 is “Warranty deed” or “Trustee deed”.

Code 27 “Re-recorded Document” – The recorder's office has indicated on the PTAX-203 that the PTAX-203 is for re-recording.

Code 28 “Locally Assessed Railroad” – In the year prior to the sale, the property was locally assessed railroad property.

Use Codes 40 through 58 ONLY if you are submitting the required documentation to show that the PTAX-203 was incorrectly completed.

Code 40 “Date of Deed” – Use this code when line 4 of the PTAX-203 shows a date of deed in the wrong year. A copy of the deed must accompany the PTAX-203 when it is sent to the Department.

Code 41 “Deed Type” – Use this code when the type of deed was incorrectly specified in line 5 of the PTAX-203. A copy of the deed must accompany the PTAX-203 when it is sent to the Department.

Code 42 “Building Added/Removed/Remodeled” – Use this code when the information on line 9 of the PTAX-203 is incorrect. Supply documentation that could take the form of a letter signed by the buyer or seller stating that line 9 of the PTAX-203 was incorrectly completed and specifying the correct information. A property record card is not acceptable documentation.

Code 43 “Contract for Deed” – use this code when the information on line 10a is incorrect, i.e., the sale was not a result of a contract for deed or the year the contract was initiated is incorrectly specified. Supply documentation that could take the form of a letter signed by the buyer or seller stating that line 10a of the PTAX-203 was incorrectly completed and specifying the correct information, or a copy of the Contract for Deed.

Code 44 “Related Parties” – Use this code when the information on line 10b is incorrect, e.g.

The parties are related and line 10b is not checked; or

The parties are not related and line 10b is checked.

Submit with the PTAX-203 a letter signed by the buyer or seller stating that line 10b of the PTAX-203 was incorrectly completed and specifying the correct information.

Code 45 “Partial Interest” – Use this code when the information on line 10c is incorrect. A copy of the deed must accompany the PTAX-203 when it is sent to the Department.

Code 46 *This code is no longer valid.*

Code 47 “Auction Sale” – Use this code when the information on line 10i is incorrect. If line 10i is checked and the property did not sell at auction, submit with the PTAX-203 a letter from the buyer or seller stating that the PTAX-203 was incorrectly completed and specifying the correct information. If line 10i is not checked and the property sold at auction, submit with the PTAX-203 a letter signed by the buyer, seller, or auctioneer stating the PTAX-203 was incorrectly completed and specifying the correct information. A copy of the auction advertisement may also be used as documentation.

Code 48 “Particular Buyers/Sellers” – Use this code when the information on lines 10j, 10k, 10l, 10m, 10n, or 10o is incorrect. Submit with the PTAX-203 a letter signed by the buyer or seller stating that the information on these lines is incorrect and specifying the correct information. However, a letter is not required when:

- Line 10j is not checked, but the name of the buyer/seller in Step 4 on the PTAX-203 clearly indicates that the name of the buyer/seller is a relocation company. (NOTE: *Relocation company transactions are included in the sales ratio study, unless excluded for another reason.*)
- Line 10k is not checked, but the name of the buyer/seller in Step 4 clearly indicates that the buyer/seller is a government agency or is a financial institution as defined in the instructions for line 10k. (“Financial Institution” includes a bank, savings and loan, credit union, Resolution Trust Company, and any entity with “mortgage company” or “mortgage corporation” as part of the business name).
- Line 10l is not checked, but the name of the buyer in Step 4 of the PTAX-203 includes “real estate investment trust”, “REIT” (NOTE: *REIT transactions are included in the sales ratio study unless excluded for another reason.*)
- Line 10m is not checked, but the name of the buyer in Step 4 of the PTAX-203 includes “pension fund” (NOTE: *pension fund transactions are included in the sales ratio study, unless excluded for another reason.*)
- Line 10n is not checked and county information concludes buyer is an adjacent property owner, (NOTE: *transactions among adjacent property owners are used in the sales ratio study unless excluded for another reason.*)
- If the buyer is a trust or trustee and this is not indicated on the PTAX-203, submit with the PTAX-203 a copy of the deed stating the buyer is a trust or trustee for documentation.

Code 49 “Simultaneous Trade of Property” – Use this code when the information on Line 10p or Line 14 is incorrect. Submit a signed letter by the buyer or seller indicating that the information on Line 10p and/or line 14 is incorrect and specifying the correct information.

Code 50 “Sale-Leaseback” – Use this code when the information on line 10q is incorrect. Submit with the PTAX-203 a letter signed by the buyer or seller indicating the information on line 10q is incorrect and indicating the correct information.

Code 51 “Advertised for Sale” – Use this code when the information on line 7 of the PTAX-203 is incorrect. If Line 7 is incorrectly checked “No” because the property was advertised for sale as defined in the instructions, (the property was sold using a real estate agent or advertised for sale by newspaper, trade publication, radio/electronic media, for sale sign, or word of mouth) submit with the PTAX-203 a signed and dated letter from the buyer or seller stating the manner in which the property was advertised. In any case that the property was known to be for sale by more than one person, the property is considered advertised. If Line 7 is incorrectly

checked "Yes" submit with the PTAX-203 a signed and dated letter from the buyer or seller stating the property was not advertised for sale.

Code 52 "Personal Property List Incorrect" – Use this code when the personal property listing submitted with the PTAX-203 is incorrect and/or the amount on line 12a is incorrect.

- If the amount of the personal property on line 12a is understated, submit with the PTAX-203 a letter signed by the buyer or seller indicating that the personal property information is incorrect and indicating the correct information.
- If the amount of personal property on line 12a is overstated, a revised PTAX-203 or affidavit of correction must be filed with the county recorder and the additional tax must be paid. Submit the revised PTAX-203 or the affidavit of correction.
- If the information on the personal property listing is incorrect, obtain a revised copy of the personal property listing from the buyer or seller along with a letter signed by the buyer or seller indicating that the personal property listing was incorrect and that the revised copy is correct.

Code 53 "Altered Consideration" - Use this code to alert the Department that line 11 has been altered without being initialed.

Code 54 "Court-ordered sale" – Use this code when the information on line 10d is incorrect. If this line is incorrectly not checked, a copy of a court order requiring the sale of the property should accompany the PTAX-203 when it is sent to the Department. If one of these lines was incorrectly checked, submit with the PTAX-203 a letter from the buyer or seller stating that the PTAX-203 was incorrectly completed and specifying the correct information.

Code 55 "Sale in lieu of foreclosure" – Use this code when the information on Line 10e is incorrect. If this line is incorrectly not checked, a copy of a court order requiring the sale of the property should accompany the PTAX-203 when it is sent to the Department. If one of these lines was incorrectly checked, submit with the PTAX-203 a letter from the buyer or seller stating that the PTAX-203 was incorrectly completed and specifying the correct information.

Code 56 "Condemnation" – use this code when the information on line 10f is incorrect. If this line is incorrectly not checked, a copy of a court order requiring the sale of the property should accompany the PTAX-203 when it is sent to the Department. If one of these lines was incorrectly checked, submit with the PTAX-203 a letter from the buyer or seller stating that the PTAX-203 was incorrectly completed and specifying the correct information.

Code 57 "Short Sale" – use this code when the information on line 10g is incorrect. If this line is incorrectly not checked, documentation/letter must be submitted along with the declaration indicating that the property was sold for less than the amount owed to the mortgage lender or mortgagor indication the mortgagor has agreed to the sale. This documentation/letter should accompany the PTAX-203 when it is sent to the Department. If this line was incorrectly checked, submit with the PTAX-203 a letter from the buyer or seller stating that the PTAX-203 was incorrectly completed and specifying the correct information.

Code 58 "Bank REO (Real Estate Owned)" – Use this code when the information on line 10h is incorrect. If this line is incorrectly not checked, a copy of a judgment of foreclosure, transfer pursuant to a deed in lieu of foreclosure, or consent judgment occurring after the foreclosure proceeding is complete should accompany the PTAX-203 when it is sent to the Department. If this line was incorrectly checked, submit with the PTAX-203 a letter from the buyer or seller stating that the PTAX-203 was incorrectly completed and specifying the correct information. (NOTE: *Bank REO transactions are included in the sales ratio study unless excluded for another reason*)

**Brief Description of Codes
for "CCAO Box" on RETD**

Attachment 2

Codes 01-28: Remove the Sale from the Ratio Study	
Code	Description
01	* Split
02	* Partial Assessment
03	* Prorated Assessment
04	10-25 (20d-4) Model Home
05	10-30 (20g-4) Developer's Lot
06	10-35 Common Area \$1 Assessment
07	10-40 Historic Residence
08	10-150 Forestry Management
09	10-166 Registered Land/Conservation Rights
10	10-240 & 10-350 Veteran's and Fraternal Organization Assessment Freeze
11	* Exempt Parcel
12	* State Assessed
13	* RETD Filed in Wrong County
14	* Multiple County Sale
15	Same Surname
16	Farm less than 5 acres
17	Multi-class (farm/non-farm)
18	* Mineral and Timber Rights
19	* Subsidence Rights
20	Vacant Lot with Building Assessment - Single Parcel Sale Only
21	Building with Vacant Lot Assessment - Single Parcel Sale Only
22	Mobile Home on Privilege Tax Sold as Real Estate
23	Buyer/Seller is a Church, School, or Charitable Organization
24	Sale by Executrix using Warranty/Trustee Deed
25	Buyer is a Trustee using Warranty/Trustee Deed
26	* Cemetery Lot using Warranty/Trustee Deed
27	* Re-recorded Document
28	* Locally Assessed Railroad
Codes 40-58: ONLY used when the Assessor has information contradictory to what is on the PTAX-203. Do NOT use Codes 40-52 or 54-58 if the information on the RETD is correct.	
Code	Description
40	** Date of Deed
41	** Deed Type
42	** Buildings Added/Removed/Remodeled
43	** Contract for Deed
44	** Related Parties
45	** Partial Interest
46	** Compulsory Transaction NOT valid for declarations recorded AFTER 12/31/2010
47	** Auction Sale
48	** Particular Buyers/Sellers
49	** Simultaneous Trade of Property
50	** Sale-leaseback
51	** Advertised for Sale
52	** Personal Property List Incorrect
53	Altered Consideration
54	** Court-ordered sale
55	** Sale in lieu of foreclosure
56	** Condemnation
57	** Short sale
58	** Bank REO (real estate owned)
Codes 70-72: IDOR Auditor Notification	
Code	Description
70	Homestead Improvement Exemption
71	10-90 Airport - Dual Assessment
72	10-155 Open Space - Dual Assessment

* Indicates NO Board of Review Final Equalized Assessment is needed on the declaration

** Indicates that the CCAO MUST submit documentation to support these codes

Specification of Sales to Include/Remove/Adjust - 3/2001

Situation	Include	Remove	Adjust	RETD Line No.	CCAO Code	Comment
Vacant lot indicated by buyer/seller, but has building assessment – single parcel only		X		2, 8(a), & CCAO line 2	20	
Improved property indicated by buyer/seller, but no building assessment – single parcel only		X		2, 8, & CCAO line 2	21	
Split/New parcel		X		3	01	
Mineral rights		X		3	18	
Farm sale < 5 acres		X		3 & 8(j)	06	
Deed type warranty or trustee	X			5		Includes corporate warranty
Deed type not warranty or trustee		X		5		
Sales of convenience		X		5		
Property not advertised for sale		X		7		
Current use is vacant lot, but line 12a shows a personal property amount	X			8(a) & 12(a)		
Physical change in property between assessment date and sale date		X		9		
Contract for deed initiated in year prior to sale		X		10(a)		
Related parties		X		10(b)		
Partial interests		X		10(c)		
Forced sales		X		10(d), (e), & (f)		
Auction sales		X		10(g)		
Seller or buyer is relocation company <i>include a.v.</i>	X			10(h)		
Seller of buyer is a financial institution		X		10(i)		Must be a financial institution as defined in the instructions for line 10(i)
Buyer or seller is a government agency		X		10(i)		
Buyer is a REIT	X			10(j)		
Buyer is a pension fund	X			10(k)		
Buyer owns adjacent or nearby property <i>if advertized - good sale</i> <i>if not advertized - reject</i>	X			10(l) (adjacent) & 203-A 5 (nearby)		

Specification of Sales to Include/Remove/Adjust - 3/2001

Situation	Include	Remove	Adjust	RETD Line No.	CCAO Code	Comment
Buyer exercising option to purchase		X		10(m)		
Simultaneous trade of real property		X		10(n) & 14		
Sale-leaseback		X		10(o)		
Response to 203 question 10(p) – other items applying to the sale				10(p)		Case by case
No personal property reported	X			12(a)		
Personal property amount on line 12(a) but does not fall into the category below			X	12(a)		
Personal property on line 12(a) >5% of SP residential or >25% of SP commercial/industrial			X	12(a)		
Seller or buyer is charitable/religious/educational		X		16 ("b" is marked)	23	Code 23 is used only if "b" in line 16 is not marked
Exemption "m" claimed – sale related to Home Ownership Made Easy Act		X		16		
Farm sale				CCAO line 1		Will use only in farm study
Sale of non-farm property in more than one township/multi-township		X		CCAO line 1		
Mobile home deducted as personal property but is assessed as real estate			X	CCAO line 4		
Non clear-cut 10-153		X		CCAO line 5		Effective for 2002 sales
Sec. 515 housing 10-235		X		CCAO line 5		Effective for 2001 sales
CCAO assessed item on personal property detail list as real estate			X	PP list & CCAO line 5		
Sale is not at market				203-A 8		Case by case
Partial assessment		X			02	
Prorated assessment		X			03	
Model home 10-25 (20d-4)		X			04	
Developer's lot 10-30 (20g-4)		X			05	
Common area \$1 asmt 10-35		X			06	
Historic residence 10-40		X			07	
Forestry management 10-150		X			08	

Specification of Sales to Include/Remove/Adjust - 3/2001

Situation	Include	Remove	Adjust	RETD Line No.	CCAO Code	Comment
Registered land/conservation rights 10-166		X			09	
Vet's org assessment freeze 10-240		X			10	Effective for 2001 sales
Fraternal org assessment freeze 10-350		X			10	Effective for 2002 sales
Exempt parcel		X			11	
State assessed parcel		X			12	
RETD filed in wrong county		X			13	
Multiple county sale		X			14	
Buyer and seller have same surname		X			15	
Multi-class (farm/non-farm) sale		X			17	
Subsidence rights		X			19	
Mobile home on privilege tax sold as real estate		X			22	
Sale by executor/executrix using warranty or trustee deed		X			24	
Buyer is trustee using warranty or trustee deed		X			25	
Cemetery lot sold using warranty or trustee deed		X			26	
Re-recorded document					27	
Locally assessed railroad		X			28	
Altered consideration not initialed by buyer/seller		X			53	
Two or more usable sales in same study year						Use most current sale, unless there is a 25% or more difference in sale prices – then remove all sales (determined on review of all usable sales)

Taxable Leaseholds

Except as provided [elsewhere in this code], when property which is exempt from taxation is leased to another whose property is not exempt, and the leasing of which does not make the property taxable, the leasehold estate and the appurtenances shall be listed as the property of the lessee thereof, or his or her assignee. Taxes on that property shall be collected in the same manner as on property that is not exempt, and the lessee shall be liable for those taxes.¹⁷

A **Taxable Leasehold** is applicable when three conditions are present:

- The underlying parcel has been declared to be exempt from taxation by the Department of Revenue;
- The exemption is based on ownership alone; and
- Some or all of the parcel has been leased by a non-exempt entity.

Thus, if the property was originally exempt based on use (or a combination of ownership and use), the exemption must be removed for that portion of the property that is subject to the lease. The effective date of the removal of the exemption is the date the lease was executed. No taxable leasehold is created for this type of exemption.

If the property was originally exempt based on ownership, the exemption remains in place; however, a taxable leasehold must be created for the portion of the property that is subject to the lease.

Exceptions to Taxable Leaseholds

The property tax code has several exceptions to the requirements of taxable leaseholds.

- *Property of schools leased to a municipality*
The city or village must use the property for “municipal purposes on a not-for-profit basis;” if so, the exemption remains, and no taxable leasehold has been created.¹⁸
- *Property of the State of Illinois that is one acre or larger in size*
Consisting mostly of farm tracts, property owned by the State that exceeds one acre in size and is leased to another entity must be assessed as if the original exemption did not exist.¹⁹
 - If the property would otherwise qualify as a farm under the property tax code, it must be assessed according to farm provisions.
 - If the property does not qualify for farm assessment and does not qualify for any other preferential assessment, it must be assessed at its fair cash value multiplied by the level of assessments.

¹⁷ 35 ILCS 200/9-195.

¹⁸ 35 ILCS 200/15-35(a).

¹⁹ 35 ILCS 200/15-55(a).

- *Property of taxing districts held for future use is leased for public purposes*
Property owned by a taxing district that is being held for future use or expansion of the taxing district's facilities does not become a taxable leasehold if the lease is for public purposes.²⁰ If it does meet the public purpose test, the exemption remains and no taxable leasehold is created. For example, if the operator of a sanitary landfill leases property owned by a forest preserve district for the purposes of using it as a landfill, the public purpose test has not been met and a taxable leasehold is created.²¹

Valuation Procedures for Taxable Leaseholds

The Illinois Property Tax Code states that "Each taxable leasehold estate **** shall be valued at 33 1/3% of its fair cash value."²² When valuing a taxable leasehold, assessors are valuing "the right to the use and possession of the demised premises for the full term of the lease."²³ The fair cash value of a leasehold is its rental value in the market—the amount a willing lessee will pay a willing lessor, in a voluntary transaction, for the right to use and occupy the premises at the terms set in the lease.

Since lump-sum sales of this type are extremely rare, the Illinois Supreme Court has provided for the use of an alternate approach: "calculate the lump sum that represents the present economic equivalent of the periodic market rental to be paid through the unexpired term of the lease."²⁴ This is commonly called a discounted cash flow analysis.

To perform a discounted cash flow analysis, you will need three items of information:

- The market rate of the property subject to the lease;
- The length of the lease (including tenant options); and
- The market discount rate.

There are three main steps to performing a discounted cash flow analysis:

1. *Convert the market discount rate to a discount factor for each year of the lease* using financial tables or a calculator. A discount factor can be calculated using this formula:

$$\text{Discount Factor} = \frac{1}{(1 + \text{Discount Rate})^{\text{Year of Term}}}$$

2. *Calculate the present value for each year of the lease* by multiplying the annual rental by the discount factor.
3. *Sum all the present values* to find the net present value.

²⁰ 35 ILCS 200/15-60.

²¹ *Forest Preserve District of DuPage County v. Department of Revenue*, 266 Ill. App. 3d 264, 271 (Ill. App. Ct. 1994).

²² 35 ILCS 200/9-145(b).

²³ *People ex Rel. Korzen v. American Airlines*, 39 Ill. 2d 11, 17 (Ill. 1967).

²⁴ *American Airlines* at 18.

Sample Valuation of a Taxable Leasehold

The City of Metroville owns a storefront in its downtown that has been leased out to a local merchant for a three-year term, beginning January 1, 2024. The lease amount is \$1,200 per month, which you have determined is the market rate for that property. The market discount rate is 9%. For the 2024 taxable year, the value of the taxable leasehold would be:

Assessment Year	Monthly Market Rent	Annual Market Rent	Discount Factor (at a 9% Rate)	Net Present Value
2024	\$1,200	\$14,400	0.917431	\$13,211
2025	\$1,200	\$14,400	0.841680	\$12,120
2026	\$1,200	\$14,400	0.772183	\$11,119
Net Present Value				\$36,450
Level of Assessments				33.33%
Assessed Value				\$12,149

In 2025, there are only two years left on the lease. If the market rental and discount rates remained unchanged, the value of the taxable leasehold would be:

Assessment Year	Monthly Market Rent	Annual Market Rent	Discount Factor (at a 9% Rate)	Net Present Value
2025	\$1,200	\$14,400	0.917431	\$13,211
2026	\$1,200	\$14,400	0.84168	\$12,120
Net Present Value				\$25,331
Level of Assessments				33.33%
Assessed Value				\$8,443

Finally, in 2026 there is only one year left on the lease. If the market rental and discount rates remained unchanged, the value of the taxable leasehold would be:

Assessment Year	Monthly Market Rent	Annual Market Rent	Discount Factor (at a 9% Rate)	Net Present Value
2026	\$1,200	\$14,400	0.917431	\$13,211
Net Present Value				\$13,211
Level of Assessments				33.33%
Assessed Value				\$4,403

Distinguishing Leaseholds from Licenses

If a mere license is granted to manage or use property exempt by ownership rather than a true leasehold estate, such a license is not taxable. This has led to some contracts that attempted to convert taxable leaseholds to nontaxable licenses by artful word crafting. The courts, however,

have looked through the form to the substance of these transactions, and when the essential characteristics of a lease are found, the transaction will be treated as such and not as an exempt license.²⁵

The Illinois Supreme Court has ruled that “the principal difference between a lease and a license is that a lease confers the right to exclusively possess and control property, whereas a license merely confers the right to use property for a specific purpose, subject to the licensor’s control.”²⁶ In doing so, the court identified the following elements of a lease:

1. The extent and bounds of the property;
2. The term of the lease;
3. The amount of rent; and
4. The time and manner of repayment.²⁷

The court noted that if any of these elements are missing, a lease has not been created. Moreover, the court also added that “the fact that an agreement may contain all of these essential requirements for a lease does not necessarily make it a lease.” Additionally, the court noted that “licenses are ordinarily revocable at the will of the grantor and are generally not assignable.” Finally, the court noted that “the crucial distinguishing characteristic of a lease is the surrender of possession and control of the property to the tenant for the agreed upon term.”²⁸

Further Information on the Valuation of Taxable Leaseholds

The valuation of taxable leaseholds can be a challenge for assessors, as they are encountered on an irregular and infrequent basis. Further complicating the process is the lack of statutory documentation; much process and procedure comes from judicial decisions. Some of these procedures are unique to property taxation, which means they will be unfamiliar to most private-sector appraisers.

For more information or assistance in developing the valuation of a taxable leasehold, please contact Supervisor Armstrong at the Kane County Assessment Office.

More Information: Mark Armstrong, ArmstrongMark@KaneCountyIL.gov, 630-208-3818.

²⁵ See extensive discussion of this topic in *Stevens v. Rosewell*, 170 Ill. App. 3d 58, 523 N.E.2d 1098 (Ill. App. Ct. 1988).

²⁶ *Millennium Park v. Houlihan*, 241 Ill. 2d 281, 309 (Ill. 2010).

²⁷ *Id.* at 310.

²⁸ *Id.*

Assessor Standards for Posting

The following information is a brief outline of procedures for entering in VPAMS. These Instructions are for the benefit of all Township Assessors. If you need help or have any questions, *please call* and we will be glad to get together with you.

Please assign new use *codes*, *values*, and *reason for change* on all NEW parcel numbers.

You will enter only the assessments you will *change* for 2024. Enter the new values under the proper headings. Use your current one-year level, *not* at 33.33%.

NEW PROPERTY: New property is always “new construction.” It may be an addition to an existing structure or a completely new structure or a portion of new construction that has not previously been assessed: prorate or complete. *New property does not include land!* The “new property” amount will only indicate how much of the total improvement assessment is being assessed for the first time. *You must enter the New Property for your township.*

USE CODES/PROPERTY CLASS: Please use these designations per Department of Revenue:

0011 — Rural property improved with buildings assessed

0021 — Rural property NOT improved with buildings

0030 — Residential vacant land

0040 — Residential land with dwelling - 6 units or less

0050 — Commercial residence more than 6 units

0060 — Commercial business

0070 — Commercial office

0080 — Industrial property

8000 — Exempt

8200 — Leasehold property

9000 — Railroad

0026 — Commercial solar energy systems property assessed under 35 ILCS 200/10-720, *et seq.*

0028 — Conservation stewardship property assessed under 35 ILCS 200/10-400, *et seq.*

0026 — Wooded acreage transition property assessed under 35 ILCS 200/10-500, *et seq.*

0041 — Model Homes assessed under 35 ILCS 200/10-25 (annual application with county required).

5040, 5050, 5060, 5070, and 5080: — A non-carrier Railroad designation, having a building assessment value *only*.

0032, 0052, 0062, 0072, and 0082 Subdivided land assessed under 35 ILCS 200/10-30 (see instructions for *Developer’s Relief Preferential Assessment*)

8011, 8021, 8030, 8040, 8050, 8060, 8070, and 8080: — Used for Partial Exempt designation.

8211, 8221, 8230, 8240, 8250, 8260, 8270, and 8280 — Used to designate a Taxable Leasehold (see instructions for *Taxable Leaseholds*).

ACRE CHANGES: *Do not change acres in the acres field. When you receive a Change Sheet from our Map Department, correct the values accordingly. The County Assessment Office will apply any acre changes. You should correct your Property Record Card to keep your files up to date.*

FARM PARCELS: Please provide our office with the parcel number for which you are requesting a farm value. We will calculate a farm land value through our Sidwell Farm Program and provide you with the farm land value and home site acres, if any. *Do NOT arbitrarily indicate one acre as a home site (FNF). The home site is to be measured and valued separately as to its market value like all other residential property.*

INSTANT or PRORATED ASSESSMENTS: Please check these as they could be completed as of January 1, and a value must be posted. All *prorated* assessments *must be entered* either at full value or you must indicate if it is to remain as an incomplete assessment. Include the date and percent if it is a prorated assessment. This is indicated in the *Reason for Change* field.

VETERANS WITH DISABILITIES (ADAPTIVE HOUSING): If your township has parcels with a *veterans with disabilities homestead exemption*, you are to post the full assessment each year. The County Assessment Office will then apply the proper Exemption amount to the parcel, pursuant to provisions of 35 ILCS 200/15-165 certified by the Department of Revenue.

DIVISIONS: Please enter the new Use code, Assessed value, New construction (if any), and the Reason for change.

REASON FOR CHANGE: The “Reason for Change” field will be indicated utilizing the “Standards” this year. Indicate your reason by using one or more of the numbers listed. The computer will then print the corresponding reason on the Notice to the Taxpayer. It is still necessary to limit spaces to 47 characters. Please keep this in mind if using more than one reason code. You must enter the reason “Agricultural” on all farm parcels. If no change is made from a prior year, do not put a reason.

STANDARDS FOR REASON FOR CHANGE: Select appropriate code from reason for change selection box. Use only the following reasons as listed below; all other reasons are for county use. *In reasons 9 and 38, please supply the information in parenthesis.*

- | | |
|---|---------------------|
| 01. Revalue | 14. Acre Change |
| 02. New Addition | 16. Deck |
| 03. New Garage | 17. Porch |
| 04. New Farm Building | 19. Patio |
| 05. Improvement Removed | 1E. Detention Area |
| 06. Complete Improvement | 20. Shed |
| 09. Prorated (Date & %) | 21. Central Air |
| 10. Change in Use | 22. In-Ground Pool |
| 11. Agricultural | 23. Gazebo |
| 12. Subdivided Land (35 ILCS 200/10-30) | 24. Fireplace |
| 13. Division | 25. Upgrade/Remodel |

- | | |
|--------------------------------------|--|
| 26. Finished Basement | 40. Cell Tower |
| 27. Correct Square Footage | 53. Improvement Exemption Expired |
| 28. Pool House | 54. New Improvement Exemption |
| 31. Barn | 55. Exempt to Assessed |
| 32. Finished Attic | 63. Unbuildable Lot |
| 33. Leasehold | 84. Vacant Property Assessed as Improved |
| 34. Disaster Area Reassessment | 95. Multiple Prorates |
| 38. Fire Damage, Prorated (Date & %) | 1K. Temporary Reduced Assessment |
| 39. Pole Barn | |

More Information: Bev Doran, DoranBev@KaneCountyIL.gov, 630-208-3818.

Pro Rata Assessments

35 ILCS 200/9-180

All **pro rata** assessments are to be certified on the current assessment roll to the Supervisor of Assessments. The Supervisor of Assessments Office **does not** prorate assessments, except when a model home is sold.

After certification of the assessment roll to the Supervisor of Assessments office and the Township is balanced, a Request for Revised Assessment form must be filed with the Board of Review in a timely manner. Forms are available from the Board of Review office.

Please refer to the current *Rules and Procedures* for the deadline date to submit a Request for Revised Assessment to the Board of Review.

More Information: Bev Doran, DoranBev@KaneCountyIL.gov, 630-208-3818.

Cadastral Mapping

35 ILCS 200/9-35, et seq.

The process of cadastral mapping and the maintenance of ownership names for property tax purposes is governed by the Illinois Property Tax Code.

Ownership Names

Ownership information must reflect the information shown on “the records maintained by the county recorder.”²⁹ Changes to the ownership name usually require a deed or court order; contact the County Assessment Office for more information. *Township Assessors will receive copies of any updates to ownership, typically in reports e-mailed monthly.*

²⁹ 35 ILCS 200/9-35.

Mailing Addresses

Mailing address information must reflect the information shown on “the records maintained by the county recorder.”³⁰ Changes to the mailing address must be made in writing and be signed by the owner; address-change forms are available at <https://assessments.kanecountyil.gov/Pages/Forms.aspx>.
Township Assessors will receive copies of any updates to mailing addresses, typically in reports e-mailed monthly.

Divisions and Consolidations

Divisions and consolidations can be made either by a Plat of Subdivision that is made in accordance with the Illinois Plat Act³¹ or by owner survey.³² Divisions and consolidations filed no later than August 31, 2024 will be processed for the 2024 taxable year; otherwise, they will be processed for the 2025 taxable year.³³

Taxes Cannot be Unpaid

In order to process a division or consolidation, all taxes due must be paid.³⁴ Therefore, any division or consolidation not processed by the time the 2023 (payable 2024) tax bills are issued will not be processed until both installments are paid.

More information: Lenny Finstrom, FinstromLenny@KaneCountyIL.gov, (630) 208-3818.

New Construction

35 ILCS 200/9-160

Do not wait for actual physical occupancy of the improvements to add the property to the assessment roll. State law requires improvements become assessable when one of the following conditions occurs:

- “from the date the occupancy permit was issued . . . until December 31 of that year”;³⁵
or
- “from the date the new or added improvement was inhabitable and fit for occupancy or for intended customary use until December 31 of that year.”³⁶

More information: Bev Doran, DoranBev@KaneCountyIL.gov, (630) 208-3818.

³⁰ *Id.*

³¹ 765 ILCS 205/1.1 (b).

³² 35 ILCS 200/9-55.

³³ Exceptions will be made at the sole discretion of the Supervisor of Assessments.

³⁴ 35 ILCS 200/9-55.

³⁵ 35 ILCS 200/9-160.

³⁶ *Id.*

Non-Homestead Exemptions

35 ILCS 200/15-5, et seq.

The owners of exempt non-homestead properties are required to file an annual affidavit or certificate of exempt status, which states whether there has been any change in the ownership or use of the property on or before January 31 of each assessment year. The information provided helps keep property tax rolls accurate and facilitates assessment of taxable leasehold interests. If a property owner fails to file an affidavit or certificate of exempt status, the Supervisor of Assessments has discretion “to terminate the exemption of that property.”³⁷

Exceptions to this requirement include property exempted for religious purposes, orphanages, or schools, burial grounds owned by a not for-profit organization under Section 15-45 or exempt property of the United States under Section 15-50.

Township Assessors must be alert for previously exempt property where ownership or use has changed, and be prepared to make an assessment accordingly. *On newly acquired property or property going into exempt use, neither the Township Assessor nor the Supervisor of Assessments have the legal authority to exempt property from taxation. A petition for exemption must be filed with the Board of Review by the owner; the Board will then make a recommendation regarding the petition, and forward it to the Illinois Department of Revenue for a final determination.*

More information: Robin Huber, HuberRobin@KaneCountyIL.gov, (630) 208-3818.

General Homestead Exemption

35 ILCS 200/15-175

Applications for the General Homestead Exemption must be filed by the owner of record or person with equitable interest in said parcel. Additional documentation may be requested.

After initial application is filed, no annual renewal is required.

Public Act 91-346 authorized a pro-rata exemption for new construction property that is first occupied as a residence after January 1 of any assessment year by a person who is otherwise eligible for the General Homestead Exemption.

In the case of a sale, subsequent to January 1, the exemption will not be terminated until the end of the tax year.

This exemption will remove up to \$8,000 off the equalized assessed value from the property.

More information: Steve Fitzmaurice, FitzmauriceSteve@KaneCountyIL.gov, (630) 208-3818.

³⁷ 35 ILCS 200/15-10, et seq.

Homestead Improvement Exemption

35 ILCS 200/15-180

A property must be the principal residence of the owner, and have new improvements (such as an addition, patio, or deck) that increase the value of the property to qualify for this exemption. Amounts for the Homestead Improvement Exemption must be filed by a Township Assessor, who certifies the amount along with the valuation of the improvement at the time that assessment rolls are submitted.

Generally, a property receiving the Homestead Improvement Exemption (HIE) is also eligible for the General Homestead Exemption; if the property does not have a General Homestead Exemption, it may not qualify for a Homestead Improvement Exemption. After initial application is filed, no annual renewal is required.

This exemption is applied at the AV level (NOT the EAV level) by the amount that the new improvement increased the assessment up to \$25,000. This amount is subject to equalization.

Regarding changes once the HIE is established, make sure any subsequent changes in the assessed value reflect changes to the portion covered by the HIE, as appropriate. Use the following processes:

YEAR 1: Township certifies new improvement AV along with entire assessment roll. If equalized with factor other than 1.0000, the AV of the new improvement adjusts as well.

EXAMPLE: \$50,000 AV of which \$8,537 is the addition; equalization factor of .9365; EAV is $(\$50,000 \times 0.9365)$ \$46,825, and HIE is now $(\$8,537 \times 0.9365)$ \$7,995. (The HIE amount is 17.07% of the total EAV.)

YEAR 2-4: If Township Assessor makes a change to AV, Township Assessor must also indicate if a change is appropriate for the new addition (which can change at different rates):

EXAMPLE: TA reduces AV to \$41,000, but the AV of the addition is corrected to \$7,355; factor is 0.9641. EAV is now $(\$41,000 \times 0.9641)$ \$39,528, and HIE is now $\$7,355 \times 0.9641$ \$7,091. (The HIE amount is now 17.94% of the total EAV, as the components changed at different rates.)

More information: Bev Doran, DoranBev@KaneCountyIL.gov, (630) 208-3818.

Senior Citizen Homestead Exemption

35 ILCS 200/15-170

Applications for the Senior Citizen Homestead Exemption (65 and over) must be filed by the owner of record or person with equitable interest in said parcel. Additional documentation may be requested. After initial application is filed, no annual renewal is required for the Senior Citizen Homestead Exemption.

Public Act 93-0511 authorized a pro-rata exemption for property that is first occupied as a residence after January 1 of any assessment year by a person who is eligible for Senior Citizens Homestead Exemption under Section 15-170 of the Property Tax Code. This exemption will remove up to \$8,000 off the equalized assessed value from their property.

More information: Steve Fitzmaurice, FitzmauriceSteve@KaneCountyIL.gov, (630) 208-3818.

Low-Income Senior Citizens Assessment Freeze Exemption

35 ILCS 200/15-172

When a Senior Citizen applies for and is approved for the Senior Citizen Homestead Exemption, the taxpayer will receive an application for this exemption in the mail. Each qualifying taxpayer must complete the application each year and return it to the County Assessment Office. The application must include ALL household income of ALL people residing in the house. The total household income cannot exceed \$65,000.

To qualify, a senior taxpayer must have owned and lived on the property on January 1 of the previous and current tax years. The frozen base amount is based on the previous year that the senior citizen first qualifies. If the property has been revalued at a lower value than the original base year, the base will be changed to the lower value. Property owners or those with equitable interest may apply for the exemption as long as the taxpayer will be 65 years of age sometime in the qualifying year.

All applications are processed through the County Assessment Office. Only those who do not qualify will receive notification by mail informing them why they did not qualify. They will be able to review the reasons for not qualifying with this office after notification. Information gathered from applications for the Low-Income Senior Citizens Assessment Freeze Homestead Exemption is confidential. Any improper disclosure is a Class A misdemeanor (punishable by a jail term of up to one year or fine up to \$1,000). If there are any questions in regards to above information, please call the County Assessment Office.

Once a base year has been established for that applicant, it will remain until the property is sold or the property has been revalued to a lower amount. If the taxpayer does not qualify for a year or two after a base has been established, the same base amount will still be used when the taxpayer qualifies again.

More information: Guadalupe Magana, MaganaGuadalupe@KaneCountyIL.gov, (630) 208-3818.

Homestead Exemption for Persons with Disabilities

35 ILCS 200/15-168

A person with disabilities may be eligible for an exemption that will remove \$2,000 of equalized assessed value from their property. Applications are available from the County Assessment Office and must be filed by the owner of record (or person holding equitable interest) and made each year the taxpayer remains eligible.

To qualify for this exemption, the taxpayer must be “unable to engage in substantial gainful activity by reason of a medically determinable physical or medical impairment which can be expected to result in death or can be expected to last for a continuous period of not less than 12 months.” Evidence that a taxpayer meets this condition includes:

- A Class 2 (or 2A) Illinois Person with Disabilities ID Card from the Secretary of State’s Office.
- Proof of Social Security Administration disability benefits.
- Proof of Veterans Administration disability benefits.
- Proof of Railroad or Civil Service disability benefits.
- An examination by a physician (must meet the same standards as used by the Social Security Administration).

An eligible taxpayer must occupy the property as their primary residence as of January 1 of the assessment year, must be liable for paying the real estate taxes and must be an owner of record or have a legal or equitable interest in the property as evidenced by a written instrument. A taxpayer may not claim this exemption if they claim the Veterans with Disabilities Homestead Exemption (35 ILCS 200/15-165) or the Standard Homestead Exemption for Veterans with Disabilities (35 ILCS 200/15-169).

More information: Steve Fitzmaurice, FitzmauriceSteve@KaneCountyIL.gov, (630) 208-3818.

Standard Homestead Exemption for Veterans with Disabilities

35 ILCS 200/15-169

A veteran with disabilities may be eligible for an exemption that will remove some or all the equalized assessed value from their property for veterans with at least a 30% service-connected disability:

- Veterans with a VA service-connected disability rating of 30% or 40% can receive an exemption that takes \$2,500 off of their primary dwelling’s equalized assessed value (EAV).
- Veterans with a VA service-connected disability rating of 50% or 60% can receive an exemption that takes \$5,000 off of their primary dwelling’s EAV.

- Veterans with a VA service-connected disability rating of 70% or greater can receive an exemption that makes all of their primary dwelling's EAV exempt from property taxation.

Applications are available from the County Assessment Office and must be filed by the owner of record (or person holding equitable interest) and made each year the taxpayer remains eligible. Beginning in 2023, if a veteran has a combined service connected disability rating of 100% and is deemed to be permanently and totally disabled, as certified by the United States Department of Veterans Affairs, the taxpayer who has been granted an exemption under this Section shall no longer be required to reapply for the exemption on an annual basis.

To qualify for the Standard Homestead Exemption for Veterans with Disabilities, the veteran must meet the following requirements:

- Be an Illinois resident who has served as a member of the U.S. Armed Forces on active duty or state active duty, Illinois National Guard, or U.S. Reserve Forces, and not dishonorably discharged.
- Have at least a 30% service-connected disability certified by the U.S. Department of Veterans' Affairs.
- Must be the owner of record and occupy the house for at least part of the assessment year.
- The property must have a total equalized assessed value of less than \$250,000 for the primary residence.

An unmarried surviving spouse of a disabled veteran may continue to receive this exemption on his or her spouse's homestead property or transfer the exemption to a new primary residence.

A taxpayer may not claim this exemption if they claim the Veterans with Disabilities Homestead Exemption (35 ILCS 200/15-165) or the Persons with Disabilities Homestead Exemption (35 ILCS 200/15-168).

More information: Steve Fitzmaurice, FitzmauriceSteve@KaneCountyIL.gov, (630) 208-3818.

Returning Veterans' Homestead Exemption

35 ILCS 200/15-167

A returning veteran may be eligible for exemption that will remove \$5,000 of equalized assessed value from their property. Applications are available from the county assessment office and must be made for the year in which the qualifying veteran returns from active duty in an armed conflict.

To qualify for the Returning Veterans' Homestead Exemption the veteran must meet the following requirements:

- Be an Illinois resident who has served as a member of the U.S. Armed Forces, Illinois National Guard, or U.S. Reserve Forces.
- Returning from active duty in an armed conflict involving the armed forces of the United States during the assessment year.
- A veteran who dies during his or her active duty service is eligible to receive this exemption.

- Owned or had a legal or equitable interest in the property used as the principal place of residence on January 1 of the assessment year.
- Must be liable for the payment of the property taxes.

This exemption may be claimed only in the year in which the eligible veteran taxpayer returns from active duty in an armed conflict, plus one subsequent year. If a veteran taxpayer receives this exemption, then is again deployed on active duty in an armed conflict and returns again in a subsequent year, the veteran taxpayer is eligible for this exemption again if the other conditions are met.

More information: Steve Fitzmaurice, FitzmauriceSteve@KaneCountyIL.gov, (630) 208-3818.

Preferential Assessments

The Illinois Property Tax Code provides special valuation procedures for certain property types.

Statute	Property Type	Assessed Value	Billing Value	Application Required
35 ILCS 200/10-5	Single-Property Solar	TA	TA	X
35 ILCS 200/10-20	Residential Repair	TA		
35 ILCS 200/10-23	Residential Accessibility	TA		
35 ILCS 200/10-25	Model Home	TA	SA	X
35 ILCS 200/10-30	Subdivided Land	TA		
35 ILCS 200/10-35	Subdivision Common Area	TA		X
35 ILCS 200/10-40, et seq.	Historic Residences	TA	SA	X
35 ILCS 200/10-110, et seq.	Farm	TA		
35 ILCS 200/10-150	Forestry Management	TA		X
35 ILCS 200/10-155, et seq.	Open Space	TA	SA	X
35 ILCS 200/10-166, et seq.	Conservation Rights	TA	SA	X
35 ILCS 200/10-235, et seq.	Low-Income Housing	TA		X
35 ILCS 200/10-300, et seq.	Veterans Post Property	TA	SA	X
35 ILCS 200/10-350, et seq.	Fraternal Post Property	TA	SA	X
35 ILCS 200/10-390	Supportive Living	TA		X
35 ILCS 200/10-400	Conservation Stewardship	TA	SA	X
35 ILCS 200/10-500, et seq.	Wooded Transition	TA	SA	
35 ILCS 200/10-600, et seq.	Wind Farms	TA		
35 ILCS 200/10-720, et seq.	Solar Farms	TA		

The following pages have additional information on procedures for a few of these property types. If you need additional information, please contact the Kane County Assessment Office.

More information: Bev Doran, DoranBev@KaneCountyIL.gov, (630) 208-3818.

Model Homes

35 ILCS 200/10-25

DO NOT leave an improvement unassessed because it is a builder's model home. State law limits model home assessment to "3 model homes, townhomes, or condominium units at the same time within a 3 mile radius"³⁸ and provides that no model home assessment can be granted unless the "person eligible for assessment"³⁹ as a model home files "a verified application with the chief county assessment officer on or before . . . December 31 of each assessment year."⁴⁰ Since many builders will have multiple model homes in multiple townships, this preferential assessment can be administered only by the County Assessment Office.

More information: Bev Doran, DoranBev@KaneCountyIL.gov, (630) 208-3818.

Developer's Relief Preferential Assessment

35 ILCS 200/10-30

Note: Occasionally, this preferential assessment is cited as Section 20g4 of the property tax code or Section 10-31 of the property tax code. However, these citations are for older sections of the code that have not been in effect since 1993 and 2011, respectively. The current statutory authorization is found in Section 10-30.

Properties qualifying for this preferential assessment are classified as 0032 (residential lot), 0052 (apartment over six units), 0062 (commercial—retail), 0072 (commercial—office), or 0082 (industrial). In order to determine if a property qualifies for valuation under this section, a five-step test is used:

- 1. Is the land part of a legal subdivision that was recorded on or after January 1, 1978?** In analyzing whether Section 10-30 is applicable to a specific property, the date a document is *recorded* is always the date to consider. If you are not certain when a subdivision was recorded, you can check the records of the Recorder at www.KaneCountyRecorder.net or call the County Assessment Office to find out. For purposes of this act, a subdivision must conform to the Illinois Plat Act.
- 2. If the subdivision was recorded before January 1, 2008, did it contain at least 10 acres?** The area to consider is the entire boundary of the subdivision, which may or may not include adjoining public right-of-way. Also, it can include only the area of that specific subdivision; adjoining plats cannot be aggregated for this purpose. If you need help determining the area of the subdivision, please contact one of the cadastral mapping specialists in the County Assessment Office.

³⁸ 35 ILCS 200/10-25.

³⁹ *Id.*

⁴⁰ *Id.*

3. **If the subdivision was recorded on or after January 1, 2008, did it contain at least five acres?** Again, the area to consider is the entire boundary of the subdivision, which may or may not include adjoining public right-of-way. Also, it can include only the area of that specific subdivision; adjoining plats cannot be aggregated for this purpose. If you need help determining the area of the subdivision, please contact one of the cadastral mapping specialists in the County Assessment Office.
4. **Since the date the plat was recorded, has the lot remained unimproved and unused?** If a lot has been improved with a habitable structure or used for any business, commercial, or residential purpose, its land value should be removed from this classification on the January 1 following the improvement or use.
5. **Has the property remained unsold (except for sales recorded between January 1, 2009 and December 31, 2011)?** If a lot has sold (including any related-party sales), except for sales that were recorded between January 1, 2009 and December 31, 2011, its land value should be removed from this classification on the January 1 following the date the sale was recorded.

If a lot meets these conditions, it should be given one of the classifications above and valued under this section. If it does not meet these conditions, it shall not be valued under this preferential assessment and should be valued at 33.33% of its fair cash value.

To determine the correct valuation method, one additional factor needs to be determined:

- **When the most recent assessment of the underlying property (prior to platting) was certified to the Board of Review, was the underlying property classified as 0011 or 0021?** If so, the platted parcels shall be valued as farm parcels, **EVEN IF THE PROPERTY IS NO LONGER FARMED.**⁴¹ This would normally mean developing a “farm card” for each platted lot in a subdivision. However, after consulting with the State’s Attorney, I have determined that in order to ease the administrative burden, it is permissible to assess each lot at \$140, which would have an identical result as developing a farm card for each parcel.
- **When the most recent assessment of the underlying property (prior to platting) was certified to the Board of Review, was the underlying property classified as something other than 0011 or 0021?** If so, the platted parcels shall be valued according to the prior use of the underlying property, as if the subdivision and any appurtenant improvements did not exist. This does NOT mean simply a discounted value, but a proportionate value of land underlying the subdivision as if the subdivision did not exist as of January 1, 2024.

More information: Mark Armstrong, ArmstrongMark@KaneCountyIL.gov, (630) 208-3818.

⁴¹ *Mill Creek Development, Inc. v. Property Tax Appeal Board*, 345 Ill. App. 3d 790, 794-95 (Ill. App. Ct. 2003).

Farmland Assessments

Pursuant to the Property Tax Code 35 ILCS 200/10-110 thru 10-145, farmland in Illinois is assessed for property tax purposes on the basis of its agricultural economic value. This value, commonly referred to as use-value, is based upon land use under average level management, relative productivity of soils, and the present worth of the net income accruing to the land from farm production. When used in connection with valuing land and buildings for an agricultural use, the state Property Tax Code considers property to be a farm if one of the following uses is the *principal* use:

- The growing and harvesting of crops.
- The feeding, breeding and management of livestock.
- Dairying or for any other agricultural or horticultural use or combination thereof; including, but not limited to, hay, grain, fruit, truck or vegetable crops, floriculture, mushroom growing, plant or tree nurseries, orchards, forestry, sod farming and greenhouses;
- Keeping, raising and feeding of livestock or poultry, including dairying, poultry, swine, sheep, beef cattle, ponies or horses, fur farming, bees, fish and wildlife farming.⁴²

Also, to qualify for a farm assessment, the farm use must have been established for at least two years preceding the date of assessment. As the assessment date for 2024 is January 1, 2024, a qualifying property must have established a farm use as a principal use no later than January 1, 2022.⁴³

In addition to these statutes, there have been several applicable decisions on this issue:

- The present use of land determines whether it is entitled to a farmland classification for assessment purposes.⁴⁴
- A parcel of land may be classified as farmland even if that parcel is part of a parcel that has other uses****, provided that the portion so classified is used solely for agricultural purposes.⁴⁵
- The Illinois Property Tax Appeal Board has drawn a distinction between “a mere plan” to farm land as opposed to actual farm use.⁴⁶

Finally, the property tax code requires that the definition of farm use “does not include property which is primarily used for residential purposes even though some farm products may be grown or farm animals bred or fed on the property incidental to its primary use.”⁴⁷ Use for residential purposes includes the use of separate platted lots adjoining a residential lot where the adjoining

⁴² 35 ILCS 200/1-60.

⁴³ 35 ILCS 200/10-110.

⁴⁴ *Bond County Board of Review v. Property Tax Appeal Board*, 796 N.E.2d 628, 631 (Ill. App. Ct. 2003).

⁴⁵ *Senachwine Club v. Putnam County Board of Review*, 362 Ill. App. 3d 566, 568 (Ill. App. Ct. 2005).

⁴⁶ *In re: Buss Partnership/Rodney S. Buss*, Docket No. 05-00752.001-F-1, PTAB 2007.

⁴⁷ 35 ILCS 200/1-60.

lots are mowed and used “as an extension of the personal residence” of the property owner.⁴⁸ In other words, if there is a residential use on a property (such as a single-family home), then farm assessment cannot be granted unless a majority (more than 50%) of the property has been established as farm use. For the 2024 assessment year, this means that the farm use must have been established on a majority of the property on or before January 1, 2022.

In setting the assessment on a farm parcel, local assessing officials must consider four separate parts of the farm. Each of these parts and their statutorily prescribed method of assessment, are as follows:

- A. Farm Homesite** This is defined as that land on a farm parcel being used for residential purposes. The homesite is assessed as all other residential land in the county. The market value would be whatever comparable rural residential land is selling for in the area. This part of the farm parcel assessment is subject to county and state equalization factors.
- B. Farm Residence** This is to be assessed as all other residential improvements in the county. This part of the farm parcel assessment is also subject to county and state equalization factors.
- C. Farm Buildings** These are assessed at 33⅓% of their contributory value to the productivity of the farm. Contributory value considers the current use of the improvements and what that use adds to the overall productivity of the farming operation
- D. Farmland** This is assessed according to its soil productivity considering farmland use and factors which may detract from productivity. The state computes soil productivity index use-value assessment figures as a basis for the local assessment of individual parcels.
 - *Cropland* is assessed according to the value of its adjusted soil productivity index (PI).
 - *Permanent pasture* is assessed at one-third of its adjusted PI assessed value as cropland.
 - *Other farmland* is assessed at one-sixth of its adjusted PI assessed value as cropland.
 - *Wasteland* is assessed at its contributory value.

The 2024 Certified Values as developed by the Illinois Department of Revenue and approved by the Kane County Farmland Assessment Review Committee are on the following pages. For more detailed information on Farmland Assessment, the Department of Revenue has developed a variety of publication:

Instructions for Farmland Assessments..... <http://tax.illinois.gov/Publications/Pubs/Pub-122.pdf>

Preferential Assessments

for Wooded Acreage..... <http://tax.illinois.gov/Publications/Pubs/Pub-135.pdf>
Also covers Transitional Percentage Assessment, Conservation Stewardship, and Forestry Management

More information: Bev Doran, DoranBev@KaneCountyIL.gov, (630) 208-3818.

⁴⁸ *In re: Coventine Fidis*, Docket No. 09-03158.001-R-1, PTAB 2012.



Illinois Department of Revenue

April 25, 2023

Certification of Assessment Year 2024 Farmland Values

The assessment year 2024 department-certified equalized assessed value (EAV) for each soil productivity index (PI) is on Page 2 of this certification. The certified values have been adjusted by the Farmland Assessment Technical Advisory Board to limit the annual change to 10 percent from the preceding year's median soil productivity index certified assessed value.¹

- **Cropland** must be assessed at the full amount of the certified EAV that corresponds to its debased PI, but no lower than 1/3 of the value for the lowest PI certified (*i.e.*, for assessment year 2024, \$109.16/acre);
- **Permanent pasture** must be valued at one-third of its debased PI EAV as cropland, but no lower than 1/3 of the value for the lowest PI certified (*i.e.*, for assessment year 2024, \$109.16/acre);
- **Other farmland** must be valued at one-sixth of its PI EAV as cropland, but no lower than 1/6 the value of the lowest PI certified (*i.e.*, for assessment year 2024, \$54.59/acre).²

Please see Publication 122, Instructions for Farmland Assessments, for additional information about the proper assessment of farmland. This publication is available on our web site at tax.illinois.gov.

The proposed average EAV by county per acre of cropland and the proposed average EAV per acre of all farmland by county is attached. Proposed averages are not used in the assessment process and should not be used by taxing districts as a basis for determining budget requests.

If you have any questions regarding this material, please feel free to contact the Property Tax Division at (217) 785-1356 or email us at Rev.PropertyTax@illinois.gov.

A handwritten signature in black ink, appearing to read "David Harris", with a horizontal line drawn underneath.

David Harris
Director of Revenue

¹ See Illinois Property Tax Code, 35 ILCS 200/10-115, paragraph (e) as amended by Public Act 98-0109

² See Illinois Property Tax Code, 35 ILCS 200/10-125

Certified Values for Assessment Year 2024 (\$ per acre)

4

Average Management PI	Gross Income	Non-Land Production Costs	Net Land Return	Agricultural Economic Value	Equalized Assessed Value	* 2024 Certified Value
82	\$560.15	\$441.19	\$118.96	\$2,314.41	\$771.47	\$327.50
83	\$565.20	\$443.24	\$121.97	\$2,372.89	\$790.96	\$329.11
84	\$570.26	\$445.28	\$124.97	\$2,431.37	\$810.46	\$330.72
85	\$575.31	\$447.33	\$127.98	\$2,489.84	\$829.95	\$332.39
86	\$580.36	\$449.37	\$130.98	\$2,548.32	\$849.44	\$334.07
87	\$585.41	\$451.42	\$133.99	\$2,606.80	\$868.93	\$335.68
88	\$590.46	\$453.46	\$137.00	\$2,665.28	\$888.43	\$337.18
89	\$595.51	\$455.51	\$140.00	\$2,723.76	\$907.92	\$343.38
90	\$600.56	\$457.55	\$143.01	\$2,782.23	\$927.41	\$349.78
91	\$605.61	\$459.60	\$146.01	\$2,840.71	\$946.90	\$356.19
92	\$610.66	\$461.64	\$149.02	\$2,899.19	\$966.40	\$362.59
93	\$615.71	\$463.69	\$152.02	\$2,957.67	\$985.89	\$368.99
94	\$620.76	\$465.73	\$155.03	\$3,016.14	\$1,005.38	\$375.41
95	\$625.82	\$467.78	\$158.04	\$3,074.62	\$1,024.87	\$381.81
96	\$630.87	\$469.83	\$161.04	\$3,133.10	\$1,044.37	\$388.21
97	\$635.92	\$471.87	\$164.05	\$3,191.58	\$1,063.86	\$394.61
98	\$640.97	\$473.92	\$167.05	\$3,250.05	\$1,083.35	\$401.00
99	\$646.02	\$475.96	\$170.06	\$3,308.53	\$1,102.84	\$408.11
100	\$651.07	\$478.01	\$173.06	\$3,367.01	\$1,122.34	\$417.79
101	\$656.12	\$480.05	\$176.07	\$3,425.49	\$1,141.83	\$428.03
102	\$661.17	\$482.10	\$179.08	\$3,483.96	\$1,161.32	\$438.56
103	\$666.22	\$484.14	\$182.08	\$3,542.44	\$1,180.81	\$449.19
104	\$671.27	\$486.19	\$185.09	\$3,600.92	\$1,200.31	\$458.91
105	\$676.32	\$488.23	\$188.09	\$3,659.40	\$1,219.80	\$467.19
106	\$681.38	\$490.28	\$191.10	\$3,717.88	\$1,239.29	\$475.58
107	\$686.43	\$492.32	\$194.10	\$3,776.35	\$1,258.78	\$483.90
108	\$691.48	\$494.37	\$197.11	\$3,834.83	\$1,278.28	\$491.39
109	\$696.53	\$496.41	\$200.12	\$3,893.31	\$1,297.77	\$498.74
110	\$701.58	\$498.46	\$203.12	\$3,951.79	\$1,317.26	\$506.17
111	\$706.63	\$500.50	\$206.13	\$4,010.26	\$1,336.75	\$515.56
112	\$711.68	\$502.55	\$209.13	\$4,068.74	\$1,356.25	\$526.04
113	\$716.73	\$504.59	\$212.14	\$4,127.22	\$1,375.74	\$536.70
114	\$721.78	\$506.64	\$215.14	\$4,185.70	\$1,395.23	\$547.55
115	\$726.83	\$508.68	\$218.15	\$4,244.17	\$1,414.72	\$558.55
116	\$731.88	\$510.73	\$221.16	\$4,302.65	\$1,434.22	\$569.77
117	\$736.94	\$512.77	\$224.16	\$4,361.13	\$1,453.71	\$581.14
118	\$741.99	\$514.82	\$227.17	\$4,419.61	\$1,473.20	\$592.65
119	\$747.04	\$516.86	\$230.17	\$4,478.09	\$1,492.70	\$604.38
120	\$752.09	\$518.91	\$233.18	\$4,536.56	\$1,512.19	\$622.49
121	\$757.14	\$520.95	\$236.19	\$4,595.04	\$1,531.68	\$669.24
122	\$762.19	\$523.00	\$239.19	\$4,653.56	\$1,551.17	\$713.52
123	\$767.24	\$525.04	\$242.20	\$4,712.00	\$1,570.67	\$728.69
124	\$772.29	\$527.09	\$245.20	\$4,770.47	\$1,590.16	\$750.53
125	\$777.34	\$529.14	\$248.21	\$4,828.95	\$1,609.65	\$797.93
126	\$782.39	\$531.18	\$251.21	\$4,887.43	\$1,629.14	\$846.64
127	\$787.45	\$533.23	\$254.22	\$4,945.91	\$1,648.64	\$896.67
128	\$792.50	\$535.27	\$257.23	\$5,004.38	\$1,668.13	\$917.74
129	\$797.55	\$537.32	\$260.23	\$5,062.86	\$1,687.62	\$937.85
130	\$802.60	\$539.36	\$263.24	\$5,121.34	\$1,707.11	\$958.18

The 5-year capitalization rate is 5.14 percent.

10% Increase of 2023 certified value at PI 111 is \$46.87

* These values reflect the Statutory changes to 35 ILCS 200/10-115e under Public Act 98-0109.

*Farmland values are as certified by the Farmland Assessment Technical Advisory Board. Any differences in calculations

are due to rounding at different stages of calculations.

ASSESSMENT YEAR 2024
COUNTY PROJECTED AVERAGE EQUALIZED ASSESSED VALUE PER ACRE OF CROPLAND
PROJECTED AVERAGE EQUALIZED ASSESSED VALUE PER ACRE OF ALL FARMLAND

	(6)	(7)		(6)	(7)
	Avg. EAV	Avg. EAV		Avg. EAV	Avg. EAV
<u>County</u>	<u>Cropland</u>	<u>All Farmland</u>	<u>County</u>	<u>Cropland</u>	<u>All Farmland</u>
Adams	508	372	Lee	615	546
Alexander	430	248	Livingston	527	354
Bond	388	292	Logan	759	562
Boone	583	502	McDonough	699	548
Brown	474	281	McHenry	531	411
Bureau	632	532	McLean	690	572
Calhoun	442	197	Macon	766	706
Carroll	563	424	Macoupin	527	388
Cass	572	322	Madison	419	392
Champaign	762	385	Marion	357	257
Christian	640	574	Marshall	685	564
Clark	417	304	Mason	480	298
Clay	362	271	Massac	405	251
Clinton	398	334	Menard	678	552
Coles	668	495	Mercer	579	448
* Cook	312	-	Monroe	388	272
Crawford	397	302	Montgomery	472	336
Cumberland	390	293	Morgan	668	539
DeKalb	729	682	Moultrie	714	646
DeWitt	724	647	Ogle	603	503
Douglas	706	400	Peoria	599	433
* DuPage	580	-	Perry	357	242
Edgar	715	608	Piatt	815	433
Edwards	398	315	Pike	468	237
Effingham	380	278	Pope	358	192
Fayette	368	274	Pulaski	388	248
Ford	554	513	Putnam	689	510
Franklin	368	256	Randolph	391	261
Fulton	527	348	Richland	364	301
Gallatin	448	357	Rock Island	559	385
Greene	589	412	St. Clair	428	353
Grundy	586	519	Saline	377	295
Hamilton	363	277	Sangamon	718	624
Hancock	596	411	Schuyler	523	300
Hardin	361	145	Scott	551	405
Henderson	613	437	Shelby	540	438
Henry	590	514	Stark	668	591
Iroquois	495	279	Stephenson	537	454
Jackson	378	264	Tazewell	647	537
Jasper	385	299	Union	390	149
Jefferson	361	277	Vermilion	645	425
Jersey	508	324	Wabash	441	356
JoDaviess	433	275	Warren	719	610
Johnson	333	178	Washington	378	308
Kane	650	562	Wayne	364	277
Kankakee	485	382	White	405	323
Kendall	656	584	Whiteside	517	424
Knox	646	490	Will	495	430
Lake	445	317	Williamson	351	229
LaSalle	709	628	Winnebago	506	413
Lawrence	384	317	Woodford	704	600

*Cook & DuPage county only reported cropland data



Calculating the EAV for cropland that has a PI below the lowest PI certified by IDOR

Beginning in 2006, the lowest PI certified by the department is a PI of 82 (previously 60). Although the lowest certified PI has changed, the procedure used to calculate the equalized assessed value for soil that has a PI below the lowest certified PI remains the same.

- Cropland is assessed at the full amount of the certified EAV corresponding to its debased PI, but no lower than 1/3 of the value for the lowest PI certified.
- Permanent pasture is assessed at 1/3 of its debased PI EAV as cropland, but no lower than 1/3 of the value for the lowest PI certified.
- Other farmland is assessed at 1/6 of its debased PI EAV as cropland, but no lower than 1/6 of the value for the lowest PI certified.

Steps to assess cropland with a PI below lowest certified PI

- Step 1** Subtract the EAV of the lowest certified PI from the EAV for a PI that is five PIs greater.
- Step 2** Divide the result of Step 1 by 5. The result is the average EAV reduction per PI point for the 5 lowest certified PIs.
- Step 3** Subtract the PI of the cropland being assessed from the lowest PI for which the department certified a cropland EAV.
- Step 4** Multiply the result of Step 2 by the result of Step 3.
- Step 5** Subtract the result of Step 4 from the lowest EAV for cropland certified by the department.
- Step 6** The EAV of the cropland being assessed will either be the result of Step 5 or 1/3 of the EAV of cropland for the lowest certified PI, whichever is **greater**.

Assessment year 2024 example

Lowest certified PI is 82; 2024 certified value for a PI of 82 is \$327.50.

Example cropland PI is 79.

Step 1	EAV for PI of 87	\$335.68
	EAV for PI of 82	<u>- 327.50</u>
		\$ 8.18

Step 2 \$8.18 divided by 5 = \$1.64 average per PI point.

Step 3	Lowest PI certified	82
	Cropland PI	<u>- 79</u>
	Number of points	3

Step 4	Result from Step 2	\$ 1.64
	Result from Step 3	<u>x 3</u>
		\$ 4.92

Step 5	Lowest certified PI EAV	\$ 327.50
	Result from Step 4	<u>- 4.92</u>
	EAV for PI of 79	\$ 322.58

Step 6	Greater of a or b below	
a	Result from Step 5	\$ 322.58
b	1/3 of \$327.50	\$ 109.16
	(lowest EAV certified)	

The EAV for a cropland soil with a PI of 79 is \$322.58

Veterans Organization Assessment Freeze

35 ILCS 200/10-300

Veteran organizations must annually file an application with the County Assessment Office to receive the assessment freeze. The annual filing deadline is December 31.

A list of Veterans Organization property for your Township is available at the County Assessment Office.

More information: Bev Doran, DoranBev@KaneCountyIL.gov, (630) 208-3818.

Fraternal Organization Assessment Freeze

35 ILCS 200/15-350, et seq.

The fraternal organization must apply to the County Assessment Office by December 31. The Supervisor of Assessments will make the determination of eligibility for the freeze and sufficiency of documentation required to be submitted.

A list of Fraternal Organization property for your Township is available at the County Assessment Office.

More information: Bev Doran, DoranBev@KaneCountyIL.gov, (630) 208-3818.

Assessment Corrections

What is it?

An *Assessment Correction* is a request that the Board of Review, on its own motion, adjust an equalized assessed valuation (EAV) that has been previously certified to the Board of Review. These include:

- *Instant Assessments*, which is for new construction that was completed and ready for occupancy after January 1 of the taxable year, but were not added at the time of certification.
- *Divisions/Consolidations*, which retired one or more old parcels and created one or more new parcels, but were not added to your assessment roll at the time of certification.
- *Assessment Updates*, which are changes that are requested based on additional information that came available after the assessment roll was certified.

Who can request it?

It can be requested by a Township Assessor or the Supervisor of Assessments; taxpayers or taxing bodies must use the complaint process as provided in the Illinois Property Tax Code.⁴⁹

When can it be requested?

It cannot be filed prior to the date the Township Assessment Roll is certified to the Board of Review. The filing deadline for an assessment correction depends of the type of correction sought:

- For *Instant Assessments*, the filing deadline is November 1, 2024.
- For *Divisions/Consolidations*, the filing deadline is November 1, 2024.
- For *Assessment Updates*, the final filing deadline is either a) the assessment complaint filing deadline for your township, or October 1, 2024, whichever is later.

Why is it used?

It is designed to provide a mechanism wherein an assessing officer can request a change for an EAV after further information has been brought to the assessing officer's attention. It is not a suitable vehicle for changes to entire neighborhoods, nor is it a substitute for the normal mass appraisal process.

What is the process?

If the Board of Review concurs, the taxpayer will be notified in writing that the Board has made this change on its own motion pursuant to 35 ILCS 200/16-30; if the requested change is \$100,000 or more, all taxing bodies with a revenue interest will be

⁴⁹ 35 ILCS 200/16-25 and 35 ILCS 200/16-55, respectively.

notified. If the taxpayer or taxing body with a revenue interest requests a hearing within 14 days of the notice, a hearing will be held on the proposed change. Please remember that an *Assessment Correction* updates only the current assessment year.

***What if there is an
assessment complaint?***

If a taxpayer has filed an assessment complaint with the Board of Review, the *Assessment Correction* will serve as the Township Assessor's recommendation to the Board of Review.

How should it be filed?

A *Request for an Assessment Correction* form must be used for all corrections. All evidence supporting the correction must accompany the form. All submissions must be submitted in PDF files on the SharePoint Drive. If multiple submissions are made on the same day, they should be submitted as a single PDF file on the SharePoint drive.

Questions?

Angie Martin, MartinAngela@KaneCountyIL.gov, (630) 208-3818.

Request for an Assessment Correction

KANE COUNTY ASSESSMENT OFFICE

Section 1: Instructions

A *Request for an Assessment Correction* is a request that the Board of Review, on its own motion, adjust an equalized assessed valuation (EAV) that has been previously certified to the Board of Review. It can be requested by a Township Assessor or the Supervisor of Assessments; taxpayers or taxing bodies must use the complaint process as provided in the Illinois Property Tax Code (35 ILCS 200/16-25 and 35 ILCS 200/16-55, respectively).

A *Request for an Assessment Correction* cannot be filed prior to the date the Township Assessment Roll is certified to the Board of Review, and cannot be filed after either October 1 of the taxable year or the final assessment complaint filing deadline for that property as established by state law, whichever is later. The only exception is for instant assessments, divisions, and consolidations, which can be filed up to November 1 of the taxable year.

A *Request for an Assessment Correction* is designed to provide a mechanism wherein an assessing officer can request a change for an EAV after further information has been brought to the assessing officer's attention. It is not a suitable vehicle for changes to entire neighborhoods, nor is it a substitute for the normal mass appraisal process.

If the Board of Review concurs with the *Request for an Assessment Correction*, the taxpayer will be notified in writing that the Board has made this change on its own motion pursuant to 35 ILCS 200/16-30; if the requested change is \$100,000 or more, all taxing bodies with a revenue interest will be notified. If the taxpayer or taxing body with a revenue interests requests a hearing within 14 days of the notice, a hearing will be held on the proposed change.

If a taxpayer has filed an assessment complaint with the Board of Review, this *Request for an Assessment Correction* will serve as the Township Assessor's recommendation to the Board of Review.

Section 2: Property Identification (please print)

Owner Name(s): _____ Parcel No. _____ - _____ - _____ - _____
Property Address: _____ Property City: _____

Section 3: Requested Correction (please print)

	Current Certified EAV	Proposed EAV
Property Class	_____	_____
Farm Land	_____	_____
Farm Improvements	_____	_____
Non-Farm Land	_____	_____
Non-Farm Improvements	_____	_____
Total	_____	_____
Reason for Requested Correction:		

Certificates of Error

35 ILCS 200/14-20 and 35 ILCS 200/16-75

What is it?

A *Certificate of Error* is the instrument that corrects an error in fact (not an error in judgment), and should be submitted to correct the PRIOR YEAR'S ASSESSMENT and the CURRENT YEAR'S TAX BILL.

Who can request it?

Only Township Assessors may request a Certificate of Error. In Illinois, taxpayers have neither a statutory nor a constitutional right to participate in a certificate of error procedure.⁵⁰ The certificate of error procedure is separate and distinct from the refund procedure available to the taxpayer.⁵¹ The "General Assembly intended the certificate of error procedure to be an expeditious summary process, without participation by the taxpayer, for correcting the assessor's errors."⁵²

When can it be requested?

A *Request for Certificate of Error* to correct a 2023 assessment and a 2024 property tax bill can be submitted to the County Assessment Office no earlier than May 1, 2024 and not later than October 1, 2024.

Why is it used?

Certificates of Error are authorized to be issued in three specific circumstances:

- Mistake in the assessment that does not include an error in judgment or new construction "other than errors of judgment as to the valuation of the property"⁵³;
- Missing homestead exemption⁵⁴; and
- Non-homestead exemptions with eligibility in a prior year.⁵⁵

Additionally, the courts have ruled that a taxpayer may not recover taxes voluntarily paid unless a statute allows such a recovery.⁵⁶ Bases for a Certificate of Error identified by the Illinois Department of Revenue include incorrect computations, duplicate assessments, improvements damaged or destroyed, incorrect description of property assessed; and unapplied homestead exemptions.

⁵⁰ *Ball v. County of Cook*, 385 Ill. App. 3d 103, 105 (Ill. App. Ct. 2008)., citing *In re Application of the Cook County Treasurer for the 1968, 1973, 1980 & Other Tax Years*, 172 Ill. App. 3d 192, 199 (1988), citing, *Chicago Sheraton Corp. v. Zaban*, 71 Ill.2d 85 (1978).

⁵¹ *Ball*, 385 Ill. App. 3d at 105, citing *Chicago Sheraton Corp.*, 71 Ill. 2d at 91.

⁵² *Chicago Sheraton Corp.*, 71 Ill. 2d at 91.

⁵³ 35 ILCS 200/14-20, 35 ILCS 200/16-175.

⁵⁴ 35 ILCS 200/14-20.

⁵⁵ Under limited circumstances, a Certificate of Error for a non-homestead exemption can be granted for up to three prior years. 35 ILCS 200/14-25.

⁵⁶ *Sorce v. Armstrong*, 399 Ill. App. 3d 1097, 1101 (2010).

What is the process?

Certificates of Error, which correct an existing property tax bill, are authorized to be issued by only the Supervisor of Assessments) or the Board of Review. In each instance, the issuance of a Certificate of Error by one of these bodies requires the concurrence of the other.⁵⁷ In order to insure compliance with statutory requirements, the request must:

- State the nature of the error in fact other than error of judgment to valuation (*example: incorrect number of plumbing fixtures*); and
- Include evidence of before and after showing the reason for issuing the Certificate of Error (*example: valuation ladder showing all calculations before the change, and a separate valuation ladder showing all calculations after the change*) and
- Provide the valuation before the error and the corrected valuation breakdown: land, improvements, and total; and
- Be signed by the Township Assessor or Deputy Township Assessor.

Remember, a Request for Certificate of Error corrects the PRIOR year's assessment; it does not correct the current year's assessment. If the current year's assessment needs to be corrected also the assessor must put the corrected valuation on the current years assessment roll. If you have already certified your assessment roll to the Supervisor of Assessments office then you must correct the valuation through an Assessment Correction form.

What if there is a pending appeal to the PTAB?

The Illinois Attorney General has opined that "Once a decision of a county board of review is appealed to the Property Tax Appeal Board, the board of review has no power to issue a certificate of error to alter its assessment."⁵⁸ Therefore, any recommendation for change should be included in a response to the filing at the PTAB.

How should it be filed?

A *Request for a Certificate of Error* form must be used for all Certificate of Error requests. All evidence supporting the change must accompany the form. All submissions must be submitted in PDF files on the SharePoint Drive.

Questions?

Angie Martin, MartinAngela@KaneCountyIL.gov, (630) 208-3818.

⁵⁷ 35 ILCS 200/14-20, 35 ILCS 200/16-175.

⁵⁸ 1977 Op.Atty.Gen. No. S-1307.

Request for a Certificate of Error

KANE COUNTY ASSESSMENT OFFICE

Section 1: Instructions

A *Request for a Certificate of Error* is a request that the Supervisor of Assessments and Board of Review revise an equalized assessed valuation (EAV) after the property tax bill for that year has been issued by the County Treasurer. It can be requested by a Township Assessor, the Supervisor of Assessments, or the Board of Review; the Illinois Supreme Court has held that “the General Assembly intended the certificate of error procedure to be an expeditious summary process, without participation by the taxpayer, for correcting the assessor’s errors.” (*Chicago Sheraton Corp. v. Zaban*, 1978, 71 Ill.2d at 91)

A *Request for a Certificate of Error* cannot be filed prior to the property tax bill being issued for the year in question, and it must be filed no later than October 1 following the issuance of the property tax bill.

The state property tax code prohibits a Certificate of Error to be made based on “errors of judgment as to the valuation”; it must be an error regarding the factual basis upon which the assessment was made (35 ILCS 200/16-75). Bases for a Certificate of Error identified by the Illinois Department of Revenue include:

- incorrect computations (must attach a copy of the “before” and “after” assessment computations)
- duplicate assessments (must attach explanation showing which improvements were duplicated in the valuation)
- improvements damaged or destroyed (must attach a copy of a “before” and “after” property record card)
- incorrect description of property assessed (must attach a copy of a “before” and “after” property record card)
- unapplied homestead exemptions (must attach copy of signed application)

***** No Certificate of Error will be approved unless it is accompanied by the appropriate documentation. *****

Section 2: Property Identification (please print)

Owner Name(s): _____ Parcel No. _____

Property Address: _____ Property City: _____

Section 3: Requested Certificate of Error (please print)

	Current Certified EAV	Proposed EAV
Property Class	_____	_____
Farm Land	_____	_____
Farm Improvements	_____	_____
Non-Farm Land	_____	_____
Non-Farm Improvements	_____	_____
Total	_____	_____

Reason for Requested Certificate of Error:

Section 4: Oath

I hereby request the tax bill for the above-captioned property be corrected for the reasons stated above. I affirm that I have attached the appropriate documentation, and that I have not made this request based upon an error of judgment as to the valuation.

Signature of Assessing Officer _____ Date _____

Section 5: Supervisor of Assessments Approval ☐ Approved ☐ Denied

Signature _____ Date _____

The 2024 Kane County Assessment Cycle

Primary Statutory Duties of each Township Assessor

- **“Revise and Correct” existing assessments that were not correct in the general assessment year..... 35 ILCS 200/9-160**
- **Discover, list, and value properties not on the assessment roll in General Assessment Year 35 ILCS 200/9-95**
- **Return completed assessment rolls to the Supervisor or Assessments by June 15, 2024..... 35 ILCS 200/9-230**



Primary Statutory Duties of the Supervisor of Assessments

- **Assemble township assessors for instruction 35 ILCS 200/9-15**
- **Prepare and maintain tax maps and parcel ownership 35 ILCS 200/9-35**
- **Revise township assessment rolls as needed 35 ILCS 200/9-75**
- **Equalize assessments within the county 35 ILCS 200/9-210**
- **Apply various homestead exemptions 35 ILCS 200/15-165, et seq.**
- **Publish the assessment roll for each township 35 ILCS 200/12-10**
- **Mail notice for parcels revised assessments..... 35 ILCS 200/12-30**
- **Certify assessment roll to the Board of Review..... 35 ILCS 200/9-245**
- **Serve as Clerk of the Board of Review 35 ILCS 200/3-30**



Primary Responsibilities of the Board of Review

- **Convene on or before June 3, 2024 35 ILCS 200/16-30**
- **Adopt and publish rules and procedures 35 ILCS 200/9-5**
- **Hear complaints from taxing bodies 35 ILCS 200/16-25**
- **Hear complaints from taxpayers 35 ILCS 200/16-55**
- **Correct Assessments as appears to be just 35 ILCS 200/16-25, 16-55**
- **Review and rule on applications for exemptions 35 ILCS 200/16-70**
- **Issue certificates of error for the prior assessment year 35 ILCS 200/16-75**
- **Certify the assessment roll to the County Clerk 35 ILCS 200/16-85**
- **Adjourn by March 15, 2025 35 ILCS 200/16-35**