

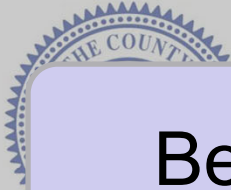
A Kane County Taxpayer's Guide to Filing an Assessment Complaint

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

—35 ILCS 200/16-55



**Kane County Board of Review
2023 Session**



Residential/Farm

Before you begin . . .

KANE COUNTY BOARD OF REVIEW

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

www.KaneCountyAssessments.org

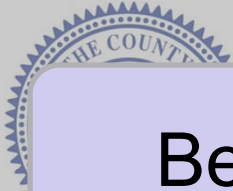
Postmark Date _____	Complaint No. _____
Use Code _____	Tax Code _____
Hearing Date _____	Hearing Time _____

Instructions

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

Section 4: Property Identification (required)

**Discuss your property's valuation
with your Township Assessor; see
www.KaneCountyAssessments.org
for Township Assessor contact information.**



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3. All evidence must either accompany this complaint form, or be submitted no more than 14 calendar days after final filing deadline. The Board's review is made except as provided in the Rules and Procedures.
4. Publication dates and filing/evidence deadlines are available at www.KaneCountyAssessments.org
5. If the complaint has more than one page, do not use staples or staples.
6. Corporate taxpayers and owners (including LLCs) must be represented by an authorized agent.
7. Instructions for filling out this form are available at www.KaneCountyAssessments.org
8. If the taxpayer requires an appearance before the Board but fails to appear, the Board will proceed with the review.
9. Questions about this form or the Board's Rules and Procedures may be directed to the Board of Review office at (630) 208-3818.

Section 1: Property Identification (required)



Kane County Board of Review 2023

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

Rules and Procedures

Timothy J. Sullivan, MAI, SRA, Chairman
Michelle Abell, Member
Michael E. Madziarek, CIAO, Member
Mark D. Armstrong, CIAO-M, Clerk

Review the Board's Rules and Procedures, which are available at

www.KaneCountyAssessments.org.



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6. Corporate taxpayers and owners (including LLCs) must be represented by an attorney licensed to practice law in Illinois.
7. Instructions for filling out this form are available at www.KaneCountyAssessments.org/Pages/Assessment-Complaints.aspx.
8. If the taxpayer requires an appearance before the Board but fails to appear, the complaint may be dismissed.
9. Questions about this form or the Board's Rules and Procedures may be directed to the Board office at (630) 208-3818.

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



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Section 4: Property Identification (required)

Evidence must be filed either:

- A. With this form; or
- B. Electronically at KaneCountyAssessments.org no later than 14 days after your Township's filing deadline.



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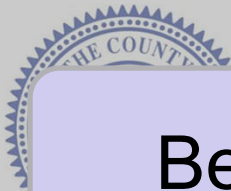
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Section 1: Property Identification (required)

Do not use staples or other bindings!



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Section 4: Property Identification (required)

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



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Section 4: Property Identification (required)

If you check the box wherein you demand an electronic appearance before the Board, you must be available to participate in the hearing.



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