

GRUNDY COUNTY BOARD OF REVIEW
111 EAST WASHINGTON STREET
MORRIS, IL 60450
(815)941-3269

2020 HELPFUL GUIDELINES

PLEASE NOTE THAT THE DEADLINE FOR SUBMITTING COMPLAINTS IS November 16, 2020 at 4:30pm. All complaints must be received in the Assessor's Office or postmarked no later than that date to be accepted.

The following are guidelines for navigating the Grundy County Website – www.grundyco.org

- A) **Forms and other documentation** to print for the current Board of Review session
 - a. Go to www.grundyco.org/assessor/board-of-review/
 - b. The 3rd paragraph on the left, under the Heading “Board of Review (BOR) Forms and Guidelines”, you will find the following links:
 - i. **2020 BOR Helpful Guidelines** (this printout)
 - ii. **2020 BOR Rules** (governs the actions of the BOR)
 - iii. **2020 BOR Assessment Complaint Form** (to be completed in its entirety for all complaints presented to the BOR) also can be completed on line at the BOR
 - iv. **2020 BOR Power of Attorney** (if you are being represented by an attorney)
 - v. **2020 BOR Intervention Form** (if you are a taxing body or have a revenue interest in a current docketed case before the Board of Review)
- B) **Property Record Cards** – To print Property Record Cards
 - a. Go to www.grundyco.org/treasurer
 - b. Click the link for Online tax bill inquiry, 3rd paragraph down on the left
 - c. Click Begin Search, enter search criteria and click search now
 - d. Click on white box that says Select Property
 - e. Click Property Card, on the left, 3rd link from the bottom
 - f. Click Open Property Record Card PDF and print
- C) **GIS Guidelines** (Geographical Information Systems) for an overview of all that is available in the GIS Department
 - a. Select the link on the right side “Grundy GIS Interactive Map” and it will take you to <https://maps.grundyco.org/webappbuilder/propertyviewer/>
 - i. After checking the box to agree to the terms of use, select “OK”
 - ii. Above the county map, Select Layer List (1st icon upper right) – it opens a box to choose Aerial imagery, and/or Parcels, Subdivisions, Lot and Parcel Dimensions, as desired
 - iii. Fill in the Search Box in the upper left corner (Find an Address or PIN) – you can either enter the PIN or the address of the property
 - iv. The application will zoom in to the parcel you selected (You can scroll to make the image larger or smaller)

This next section (next page) provides guidelines for completing the 2020 Real Estate Assessment Complaint form. Please note that this is just a guideline as neither the Board of Review nor the Assessor's Office Staff can dictate how you should fill out your complaint. The Assessor's Office staff will only verify that the pertinent/required areas of the complaint are filled in and your total submission packet is in order before it can be accepted and docketed for the Board of Review.

REAL ESTATE ASSESSMENT COMPLAINT form guidelines

- A) **Hearing Options** box near the top of the 1st page – Due to COVID-19, No interactive hearings will be held. We strongly suggest that you check box 1.
- B) Section 1: Property Identification**
- Township (Ex: Saratoga/Aux Sable) as on your Notice of Property Assessment
 - ID No. (10 digit PIN) 00-00-000-000 (also called Property/Parcel Identification/Index Number)
 - Address, City, State, Zip – the situs (actual/physical) address of the property
 - Complainant/Owner – You are the complainant, whether you are the owner or a Taxing Body with a Revenue Interest in the property
 - Attorney Name/Firm – if you are utilizing legal counsel to represent you, the Name/Firm of your representative goes here – the “2020 BOR Power of Attorney” (Limited Power of Attorney) form must accompany your submission
- C) Section 2: Opinion of Correct Assessment and Oath**
- “Assessed Value” is the value that the Supervisor of Assessments has determined for the current Assessment Year – the values as indicated on your “2020 Notice of Property Assessment” that you received in the mail.
 - “Complainant Opinion” is your opinion of your property value divided by 3. Please keep in mind that this value represents 1/3 (or 33.33%) of the Fair Market Value. Neither the Board of Review nor the Assessor’s Office can assist you in this determination, but this **MUST** be filled in before your submission will be received.
 - EXAMPLE: If the Supervisor of Assessments has determined that your property has a Fair Market Value of \$300,000 and the Land Value is 15% of the Total Value, but your opinion is that the property has a Fair Market Value of \$270,000, your entry might look like this (all values would be divided by 3):
 - Assessed Value Land \$15,000 Improvements \$85,000 Total \$100,000
 - Complainant Opinion Land \$15,000 Improvements \$75,000 Total \$90,000
 - Basis of your complaint – you must select one of these options and complete the associated sections, as applicable, before your complaint can be submitted. If “Recent Appraisal” is selected, a complete appraisal must accompany your submission.
 - Oath/Signature – you (or your representative) must sign/print/date the form before it can be submitted
- D) **Section 3: Description of Property** – must be filled in for all complaints
- E) **Section 4: Recent Sale Data** – must be filled in if “Recent Sale” was selected in Section 2
- F) **Section 5: Comparable Sales/Assessment Equity** – must be filled in if “Comparable Sales” or “Assessment Equity” was selected in Section 2 – please read/follow the instructions at the top
- G) **Section 6: Recent Construction** – must be filled in if “Recent Construction” was selected in Section 2
- H) Section 7: Additional Evidence, Comments** – follow the instructions for attaching and labeling your photo(s) and additional evidence. **PLEASE WRITE AN EXPLANATION OF YOUR ASSESSMENT COMPLAINT. 2020 NO INTERACTIVE HEARINGS WILL BE HELD. A WRITTEN ARGUMENT IS NEEDED.**
- I) **CHECKLIST FOR ENSURING THAT YOUR SUBMISSION IS COMPLETE** (*this is not an exhaustive list*)
- Section 2 has a Complainant Opinion of value filled in, the Basis for complaint is checked, and it is signed and dated
 - All additional evidence is attached (if applicable):
 - Closing Statement
 - Appraisal – must be complete (letter or legal sized paper) with all pages included
 - Property Record Cards of your property and all Comparable Properties
 - The complete Submission/Packet is received/accepted in the Assessor’s Office or postmarked no later than November 16, 2020 at 4:30pm
 - INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED or DOCKETED**