



2018
 Appeal Year

**Certificate of Error Application
 for Exempt Property**

 Appeal Number

 C/E Year

 Township

DO NOT file this form if the property does not qualify as exempt from property tax.

Property Index Number(s)	Property Class	For Office Use Only		
		Grant	Deny	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(attach separate sheet for additional PINs)

Reason for C/E (be specific)

 Applicant's Name

 Signature of Owner/Lessee

 Applicant's Street Address

 Date

 City State Zip

 Daytime Phone Number

FOR REPRESENTATIVE ONLY (IF APPLICABLE)

 Representative's Name/Firm Name

 Signature of Representative

 Representative's Street Address

 Date

 City State Zip

 Daytime Phone Number



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Appeal Year

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Document Schedule

Township

PINs: _____

Check box if document is submitted.

1. Affidavit *(must submit an original and a copy of one of the following items):*

- Affidavit of Use
- Continuing Use Affidavit *(if this is submitted, then a copy of the applicable division must also be included.)*

2. Proof of Ownership *(must submit two copies of one of the following items):*

- Recorded Deed *(if property transferred to a trust, then the assignment of the beneficial interest must also be submitted)*
- Installment Agreement, Articles of Agreement or Contract of Sale
- Complaint to Condemn, Order Vesting Title and Final Judgement Order *(include "Exhibit A" which contains the legal description of the property in question), and the receipt for the Condemnation Deposit (from the Treasurer's Office).*
- Plat of Dedication
- Other: _____

3. Administrative Decisions *(must submit two copies of one of the following items):*

- Department of Revenue Letter or Department of Revenue Hearing Disposition
- Notice of Road Taking
- Department of Local Government Affairs Letter
- Court Order
- Memorandum from the Cook County Assessor's Office Legal Department

4. Miscellaneous

- Division *(if the Property Index Number is different on any of the documents submitted)*
- Block cover *(if there is an older division, multiple divisions, or if copy of division is not available)*
- Lease agreement *(or Court Order for Eviction)*
- Amendment to the Articles of Incorporation changing the name *(if organization's current name is different than what is listed on the other documents submitted)*

5. Other:



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Document Schedule

(Affiant's Name)

(Title in Organization)

of _____ being first duly sworn deposes and says that:
(Name of Organization)

(list below Property Index Numbers as listed on the Department of Revenue Letter)

commonly known as _____
(Address, City, State, Zip)

was acquired on _____ by _____
(Date) (Type of Document (attached))

and further states that said property was used from _____ to _____
(Date) (Date)

as (state use of property)

And further this affiant sayeth not.

Signature of Affiant*

Property Street Address

Daytime Phone Number

City

State

Zip

**This Affidavit must be signed by someone who has personal knowledge of the property at the time in question.*

Subscribed and sworn before me this _____ day of _____, 20____

Signature of Notary*

Notary Stamp