

**Senior Citizen Exemption
Certificate of Error Application**

C/E Year

C/E Number

Property Index Number(s)

Owner / Taxpayer

Property Street Address

Owner's Mailing Address

City State Zip

City State Zip

Township

Daytime Phone Number

If property is prorated, please submit a separate application for each PIN.

Through my signature below I apply for the Senior Citizen Exemption for the Certificate of Error tax year listed above. I affirm that I was 65 years of age or older during the year listed above, that as of January 1 of the year listed above I owned the property described by the Property Index Number above or had a lease or contract which made me liable for its real estate taxes, and that as of January 1 of the year listed above the property was my principle residence. I understand that it is against the law to provide false information on this Senior Citizen Exemption Application.

Signature of Owner/Lessee or Representative

Date

Applicant's Birthdate

IMPORTANT: THIS IS AN APPLICATION ONLY

You will be notified by mail as to the disposition of the application.

All inquiries should be made to the Taxpayer Information Department at (312) 443-7550.

If the property owner takes residence after January 1, he or she may receive a prorated exemption based on the month the property was purchased. Please contact our office for more information.



Senior Citizen Exemption Certificate of Error Requirements

The Senior Citizen Exemption Certificate of Error is available to all qualified owners of residential properties who did not receive a Senior Citizen Exemption for the year in question. The Assessor's Office can issue a Certificate of Error **for at least three years prior to the current tax year**. The property is required to have been occupied as the current owner's principal place of residence as of January 1 of the year in question. If a senior moves into the property after January 1, he or she may receive a prorated exemption based on the month the property was purchased. The requirements for a Senior Citizen Exemption Certificate of Error are as follows:

- (1) You must be 65 years or older in the year for which you apply, and
- (2) You must have either owned the property, or had a lease or contract making you responsible for real estate taxes that year, and
- (3) In order to verify that the property was owner-occupied during the tax year in question, documentation must be provided to support your application. **You must submit a photocopy of the following:**
 - (a) a *COPY* of one official document showing your date of birth AND correct address, such as a Driver's License, Illinois ID Card or Social Security Awards letter with birth date included; **and**
 - (b) a copy of a recent property tax bill for your home.

NOTE: Women whose names are different from that on ID must provide documents (such as marriage certificate) demonstrating connection with current name. Owners of Cooperative units must also submit a Stock Certificate Occupancy Agreement or Trust Agreement.

Once you have submitted the appropriate application and documentation and they are approved, your Certificate of Error will be issued. You will be sent a letter once your Certificate of Error has been certified. This letter will provide information about obtaining a refund, if one is warranted. Any inquiries should be made to the Taxpayer Services Department at (312) 443-7550.