



COOK COUNTY ASSESSOR'S OFFICE

JAMES M. HOULIHAN, ASSESSOR

118 NORTH CLARK STREET, CHICAGO, IL 60602

PHONE: 312.443.7550 WEBSITE: WWW.COOKCOUNTYASSESSOR.COM



Property Summary Sheet

Appeal Year

Town

Appeal Number

_____-_____-_____-_____-_____
Property Index Number(s)

_____-_____-_____-_____-_____
Property Index Number(s)

Property Street Address

City

State

Zip

Township

Owner/Taxpayer

Owner's Mailing Address

City

State

Zip

_____-_____-_____-_____-_____
Daytime Phone Number

Email Address

Property Use / Class: _____

Documentation for all Industrial / Commerical Appeals (REQUIRED):

- Appeal Form
- Property Summary Sheet
- Owner Lessee Verification
- Field Check Request
(must be requested within the 30 day filing deadline as well as)
 - Current Year Notarized Vacancy Affidavit
and
 - Current Year Rent Roll or Income

Other Relevant Documentation (continued)

- Rent Roll (required if not 100% owner occupied)
- Lease(s)
- Sales Questionnaire (required if purchased in the last 5 years)
- Closing Statement
- Real Estate Sales Contract
- Real Estate Transfer Declaration
- Recorded Deed
- Vacancy Affidavit
- Vacancy Affidavit (required if 10 or more stories)
- Witness Affidavit
- Demolition Affidavit
- Demolition Bill / Receipt

Other Relevant Documentation:

- Narrative Brief (required if appeal is based on valuation)
- Appraisal
and
- Appraisal Summary Sheet
- Income and Expense Statements
(required if not 100% owner occupied)
Year(s) _____, _____, _____

Other Documents Not Listed:



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ACTUAL INCOME

	2006	2007	2008
Apartment Income	____,____,____	____,____,____	____,____,____
Commercial Income	____,____,____	____,____,____	____,____,____
Total Income	____,____,____	____,____,____	____,____,____
Expenses	____,____,____	____,____,____	____,____,____
Net Income	____,____,____	____,____,____	____,____,____

REPRESENTATIVE'S ANALYSIS

Income _____,_____,_____

Expenses _____,_____,_____

Net Income _____,_____,_____

Cap Rate _____.

Market Value _____,_____,_____

Owner Occupied (check one)? Yes No

Occupied SF _____,_____

RENT PER APARTMENT

	Number of Apartments	Number of Rooms	RENT PER APARTMENT	
			Low	High
Studios	_____	_____	____,____	____,____
One Bedroom	_____	_____	____,____	____,____
Two Bedrooms	_____	_____	____,____	____,____
Three Bedrooms	_____	_____	____,____	____,____
_____ Bedrooms	_____	_____	____,____	____,____
Total	_____	_____		

Apartment SF

Commercial SF

Gross Building SF

Number of
Commercial Units