

HOW TO FILE AN ONLINE APPEAL WITH THE COOK COUNTY ASSESSOR'S OFFICE

All online appeals must be submitted by October 7, 2022, at 5:00 pm.

You may register and file your appeal online at <https://propertytaxfilings.cookcountyil.gov/>

1. First you must create an account with an email address and password. Password requires 8 characters minimum and is case sensitive. You will receive a confirmation email to "Activate Your Account" sent by DoNotReply@cookcountyil.gov. Click on the link to complete the registration process.
2. Login in with your email and password
3. Available Filings Select type of appeal - CCAO Appeals – Real Estate Assessed Valuation Appeal(Residential)
4. Primary PIN Search Enter PIN (no dashes) and click "Search". Click Start Filing.
5. Appeal Activity Window check the 2 boxes in the lower left and click "Next" to proceed.
6. Verify Primary PIN click "Next".
7. If requesting a Certificate of Error for past years check the appropriate boxes and then click "Next".
8. Additional Subject PIN Entry -If your property has more than one parcel (PIN), follow instructions online, otherwise click "Next".
9. Filer Type - Select Taxpayer/Owner from the drop-down list. Then click "Next".
10. Identification and Status of Taxpayer/Owner Select one
Click the Hamburger icon="=" to auto-fill. Click "Select". Check that information is correct. Update as necessary. Click "Next".
11. Residential Assessed Valuation Appeal Characteristics Review the property characteristics and make any necessary corrections. **Change only** what is incorrect. Click "Next".
12. APPEAL Information check reason for appeal-
"Lack of Uniformity/Comparables" Briefly explain the reason: "Comparables Attached" Check "How Subject Property is Used". Click "Next".
or
"Overvaluation" Briefly explain the reason: See Master Statement Check type of property. Check if the property was purchased after January 1, 2019. Complete all information. Click "Next". Here is where you can search criteria for comparable or recent sales using Cook County Assessor's database.
13. Attachments – Sales Documents - Required Upload the 'Master Statement' document from the purchase of your home. This is usually a two-page document that includes the buyer, seller, date of purchase, price, financials of transaction, and signatures. Upload the deed of your home. Complete the "Sales Questionnaire" You may also upload an Appraisal if it supports the closing price of your home but is not required. If using the Appraisal be aware of the file size as you may need to upload it in parts for the system to accept the file. Click "Next".
14. Submit Enter Name, Phone, and Email address as your confirmation and electronic signature. **PLEASE BE ADVISED-** Once you click "Submit" you will NOT be able to make changes or add additional documents to this filing. Your appeal is complete.
15. Confirmation Print or save the appeal confirmation page for your records. You will also receive an email confirmation from the Cook County Assessor - DoNotReply@cookcountyil.gov

Please call 224-257-4830 if you need further information or assistance.

Susan Moylan Krey, Maine Township Assessor