

RULES OF THE DEKALB COUNTY BOARD OF REVIEW

Completed Complaint Form and Evidence must be submitted in **NE#** Triplicate (original and 2 copies).

With the filing of this complaint, you are protesting the assessed value placed on your property for the current year and assures you of a hearing if desired. **THIS IS NOT A PROTEST OF TAXES.**

1. **Complaint forms MUST be filled out COMPLETELY IN BLACK INK and received or postmarked for mail within 30 days of the date of publication. Faxed complaints will not be accepted.**

DeKalb County Supervisor of Assessments Office
Administration Building
110 East Sycamore Street
Sycamore, IL 60178
815-895-7120

2. **One or more of the following pieces of evidence must be submitted, in triplicate (original and 2 copies), as evidence to substantiate your complaint:**

- A. A recent appraisal of the property (as of January 1st).
- B. A recent sale of the property and copy of closing statement.
- C. A minimum of three sales of similar properties (must not be foreclosure sales).
- D. A minimum of three assessments of similar properties.
- E. 3 years of rental income and expense records, if applicable.
- F. Any other information pertinent to the complaint.

3. To expedite the handling of your complaint, the following additional information should be included for the **subject** property and **each of the comparables**:

- A. Current picture(s) of properties.
- B. Age of building(s)
- C. Square footage of building(s) and amenities
- D. Changes in the property in the past four years.
- E. Lot size.

4. **Procedures you will be asked to observe:**

- A. You will be asked to attest to the authenticity of the statements and facts you will be presenting to the Board.
- B. All proceedings will be recorded.
- C. A letter detailing the Final Decision of the Board of Review following your hearing will be mailed to you upon the completion of all hearings

You may request the Board of Review to consider your complaint and evidence without a hearing. Please notify the Assessment Office if you wish to waive your right to a hearing.

Following receipt of the Final Decision letter, you may appeal to the Property Tax Appeal Board. PTAB Complaint forms may be obtained from the Chief County Assessment Office or from the Property Tax Appeal Board.

YOU MUST PROVIDE 3 COPIES OF YOUR COMPLAINT FORM & ALL YOUR EVIDENCE.

FAILURE TO COMPLY WITH THE RULES OF THE BOARD OF REVIEW MAY RESULT IN A DISMISSAL OF THIS COMPLAINT.

If you agree with the terms, choose the button labeled "I Accept" to proceed to the complaint form. If you do not agree, choose the button labeled "I Decline".

I Accept

I Decline