COOK COUNTY ASSESSOR FRITZ KAEGI



COOK COUNTY ASSESSOR'S OFFICE 118 NORTH CLARK STREET, 3RD FLOOR CHICAGO, IL 60602 | PHONE: 312.443.7550 WWW.COOKCOUNTYASSESSOR.COM

Homeowner Exemption Certificate of Error (C/E) Application

If you have questions,	please contact our office.	Office use only: C/E Number
Section 1: Applicant and Property Information	* = Required.	
*Name of Applicant (Taxpayer/Owner)	*Property Address and Street	
*Daytime phone number	*City *Sta	ate *Zip
E-mail address (optional)	*Property Index Number (PIN) If this property is prorated, please submit separate applications for each PIN.	
Section 2: Required Supporting Documents Supporting documentation is <u>required</u> with this applicand property tax liability for the tax year of this applicant		
 Section 3: Applicant Attestation and Signature I affirm that in the Certificate of Error (C/E) Tax Y I occupied this property as my principal I owned this property or have a legal, e I was liable for paying real estate taxes I further affirm I have not received a Homeowner I understand that if this Homeowner Exemption is for back taxes and penalties in accordance with S I hereby apply for the Homeowner Exemption for 	residence as of January 1; quitable, or leasehold interest in the on this property. Exemption on another property for granted in error, this property may section 9-275 of the Illinois Property	the C/E Tax Year. y be subject to a lien ty Tax Code.
*Applicant's signature	*Date	

Instructions: Mail (or submit in person) this application and supporting documents to a Cook County Assessor's Office.

Chicago: 118 N. Clark St., Room 320, Chicago, IL 60602 Skokie: 5600 Old Orchard Road, Room 149, Skokie, IL 60077 10200 S. 76th Ave., Room 237, Bridgeview, IL 60455 Bridgeview: Markham: 16501 S. Kedzie Ave., Room 237, Markham, IL 60426

THIS IS AN APPLICATION ONLY. Once you have submitted the appropriate application and documentation and they are approved, your Certificate of Error will be issued. A letter will be sent that verifies that the Certificate of Error has been certified. This letter will provide information about obtaining a refund, if one is warranted.

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Homeowner Exemption Certificate of Error: Eligibility and Documents

The Homeowner Exemption Certificate of Error is available to residential property that did not receive a Homeowner Exemption for the year in question. The property is required to have been occupied as the current or previous owner's principal place of residence as of January 1 of the year in question. The Assessor's Office can issue the Homeowner Exemption Certificate of Error for at least three years prior to the current tax year.

<u>Important:</u> Be sure to supply all verification document(s) required. If someone is assisting/representing the applicant in submitting this application, please **also** supply an Attorney/Representative Authorization Form.

Step 1: Verify Identity and Occupancy of this Property during C/E Tax Year

Note: **If your name is different** between any provided verification document(s) or the deed, you must <u>also</u> submit documentation sufficient to explain the name change, such as a certified marriage certificate, certified divorce decree, etc.

One photo ID from List A may meet all requirements.

The name and address on the photo ID <u>must</u> verify the application, and have a date of issue before January 1 of the C/E Tax Year.

List A:

Photo IDs that verify identity and occupancy in the C/E tax year

- Illinois Drivers License / ID Card
- Matrícula Consular ID
- · City of Chicago ID Card

OR please provide one photo ID from List B **and** one document from List C.

The name on the photo ID <u>must</u> verify information entered on the application.

The name and property address on the List C document <u>must</u> verify information entered on the application, and <u>must</u> demonstrate that you occupied this property on or before January 1 of the C/E Tax Year.

List B:

Photo IDs that verify identity

- Illinois Drivers License / ID Card
- Matrícula Consular ID
- City of Chicago ID Card
- Passport
- US Military ID
- Certificate of Naturalization (N-550/N-570)
- Permanent Resident Card (I-551)
- Refugee Travel Document (I-571)
- Employment Authorization Card (I-766)

List C:

Documents that verify occupancy in the C/E Tax Year

- Occupancy Affidavit (available at cookcountyassessor.com)
- Mailed bank statement
- Mailed landline, cable, or internet bill
- Mailed pay stub or Social Security Award letter
- Voting record from 2019 (from Cook County Clerk's Office or Chicago Board of Elections)

Step 2: Verify Property Tax Liability for this Property in the C/E Tax Year

If you <u>are</u> listed on the **deed** recorded at the Office of the Cook County Recorder of Deeds:

This verifies your property tax liability. The Assessor's Office staff can verify recorded deeds for you, so you do not need to provide a document.

OR if you are **not** listed on the recorded deed:

Please provide one of the following documents to verify you were liable for payment of property taxes for this property.

- Deed (if not recorded) or contract for a deed
- Lease
- Trust
- Stock certificate
- Occupancy agreement