

COOK COUNTY ASSESSOR

FRITZ KAEGI



COOK COUNTY ASSESSOR'S OFFICE
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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 Class _____

Documentation **REQUIRED** for all Industrial / Commercial Appeals:

- ☐ 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

- ☐ Appraisal
and
- ☐ Appraisal Summary Sheet
- ☐ Income and Expense Statements
(required if not 100% owner occupied)

Year _____ , _____ , _____

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 Documents Not Listed:



Property Summary Sheet

ACTUAL INCOME

	2018	2017	2016
Apartment Income			
Commercial Income			
Total Income			
Expenses			
Net Income			

REPRESENTATIVE'S ANALYSIS

Income		Owner Occupied? (check one)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Expenses				
Net Income		Occupied SF		
Cap Rate				
Market Value				

		Rent per Apartment		
	Number of Apartments	Number of Rooms	Low	High
Studios				
One Bedroom				
Two Bedrooms				
Three Bedrooms				
Bedrooms				
Total				

Apartment SF	Commercial SF	Gross Building SF	Number of Commercial Units
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