



## Assessor's Office

**Town Hall:** 1155 East Route 22 • Lake Zurich, IL 60047  
**Phone:** 847-438-8370 **Fax:** 847-438-6880

### Requesting a review of your 2017 Assessment with Ela Township and the Lake County Board of Review

In an effort to both modernize and simplify the pre-review and formal complaint process, our office has changed how we handle the pre-review assessment inquiries. This process eliminates the need to complete multiple copies of appeal forms for both the Assessor's office and the Board of Review. If you have reviewed your assessment and determined a review and/or appeal is necessary, you have two filing options. **Option A:** On-line filing is the fastest and preferred option and we will be able to see this filing the next day. Our office can assist you with this filing. **Option B:** Mail the appeal form and comparable grids/evidence directly to the Lake County Board of Review. Please note that there could be a 2-4 week delay in scanning the appeal into the system. Make sure to read the Board of Review Rules regarding the filing of an appeal. If the criteria are not met, the Board may not schedule a hearing for the case or render a decision and the appellant will have forfeited the right to further appeal the current assessment of a subject property.

To start an appeal, you will need the Property Assessment Notice and/or the Parcel Identification Number along with the Key Code. (located on the top right of the Assessment Notice). We can look up this information if you do not have your notice.

The website to start the appeal: <http://assessor.lakecountylv.gov>

Click on Board of Review- Online Appeal Filing

Enter your Parcel Identification number or street address and submit.

Read the Terms and Conditions Notification – Acknowledge and accept the terms if you wish to continue.

Select a reason for the appeal. You will then be prompted to provide evidence – either a reason for claiming a factual error, closing statement and PTAX-203 for a recent purchase, a recent appraisal, or comparison grids either based on equity, market or both. The program will prompt you in each step with filling in the information. Our office can scan appraisals and sales documents if you do not have a digital copy.

If you have chosen recent sales or equity comparables - you will be prompted to choose comparative parcels in which you would like reviewed for any inequities.

When the chosen reasons are complete and all evidence is uploaded, you are ready to click the “Complete my filing” button on the bottom of the Appeal Reasons screen.

The Appeal Form screen is next and you will need to fill in all required fields marked with an asterisk \*. There are 3 ways you can proceed: Back to reason for Appeal Page- to change the Reason for Appeal. Save and Come Back Later- to save your appeal, but submit it at a later date. Review and Submit. Use this final screen to double check all of the information that will be submitted on your case and print a copy for your records. Click on Submit Appeal when you are ready to file your appeal submission. This step must be completed for the Board of Review to docket the appeal. Appeal files not submitted before the filing deadline of August 21, 2017 will not be reviewed by Ela Township or the Board of Review.

If you do not receive an e-mail as confirmation within 24 hours, please call the Ela Township Assessor's Office @ 847-438-8370. Ela Township will review all cases in the order they are filed online/scanned into the system. We will contact you if we are able to offer a reduction. If we are unable to offer a reduction, your case will automatically continue to the Board of Review. We hope that this process helps to simplify your assessment review. Please do not hesitate to reach out if you have any questions or concerns or if you need assistance with filing.

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**Supervisor** Gloria Palmblad

**Highway Commissioner** Bill Kruckenberg

**Assessor** John Barrington

**Clerk** Lucy A. Prouty

**Trustee** Chris Bos

**Trustee** Larry Bowman

**Trustee** Michael Jennings

**Trustee** Joel Sikes