

# Filing Your Property Appeal

A Guide to the IMSLake.org Property Search Portal and SmartFile E-Filing Portal

# Ensuring Integrity and Transparency in Assessments

Welcome to IMSLake.org, a new property assessment information website. We hope to provide you with an easy-to-use resource for reviewing your property assessment information.

The website contains property assessment information for Cuba, Ela, Grant, Libertyville, Shields and Vernon Townships in Lake County, Illinois.

The next few pages provide detailed information on navigating the site to retrieve your property characteristics and to create comparable property grids as evidence for filing appeals based on recent sales or to determine equity.

**Note:** All documents uploaded on the Board of Review's SmartFile E-Filing Portal may be available for public view. Please redact personal information including email address and phone number.

Acknowledge  
the Site  
Disclaimer by  
selecting, I  
Agree.

## Welcome to the Parcel Search Page for the Cuba, Ela, Grant, Libertyville, Shields and Vernon Township Assessors

Site Disclaimer: The Township Assessor is charged with providing a fair and equitable appraisal of all the properties within their jurisdiction for tax purposes. By using the information provided by the assessors, Lake County can accurately levy the taxes necessary to provide funding for your school districts, public services, transportation infrastructure and more. Although it is periodically updated, this information may not reflect the data currently on file in the Assessor's office. The assessed values may not be certified, and therefore may be subject to change before being finalized for ad valorem assessment purposes.

I Agree

I Disagree

### Lake County Township Assessors

This website contains property assessment information for Cuba Township, Ela Township, Grant Township, Libertyville Township, Shields Township and Vernon Township in Lake County Illinois.

For more information or to contact your township assessors office directly please click on your township link to the right.

### LATEST NEWS

Welcome to our new property assessment information web site. With this site we hope to provide you with an easy to use resource for reviewing your property assessment information.

### LAKE COUNTY TOWNSHIP ASSESSORS WEB SITES

- > Cuba
- > Ela
- > Grant
- > Libertyville
- > Shields
- > Vernon

### CONTACT US

- > Township Contact Information

Enter PIN  
and Click  
“Search”

## Lake County Township Assessors

[HOME](#)[ASSESSMENT INFO](#)[PROPERTY SEARCH](#)[TOWNSHIP LINKS](#)

### Lake County Parcel Search

To search for a property please enter the Parcel Number OR provide the known Township and Address information below and then click the Search button.

Parcel Number:

The Parcel Numbers for the searchable Townships begin with the numbers 13 (Cuba), 14 (Ela), 05 (Grant), 11 (Libertyville), 12 (Shields) or 15 (Vernon). For your convenience, you can enter the parcel number with or without the dashes.

- OR -

Township:

Street Address:

Number Direction Street Name

City

If you are unable to find the property by the Street Address search, try widening your search by entering only the first few letters of the street name and/or street number.

Search

Clear

*Information on this site was derived from data which was compiled by the enrolled Lake County Township Assessor's offices solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of ownership of property or market value. No warranties, expressed or implied, are provided for the accuracy of data herein, its use, or its interpretation.*

*Although it is periodically updated, this information may not reflect the data currently on file in the Assessor's office. The assessed values may NOT be certified values and therefore may be subject to change before being finalized for ad valorem assessment purposes.*

# View your property information

- Closely review this information for accuracy.
- Call your local assessor's office for Factual Errors on physical characteristics of the property.
- You can scroll down the page for Assessment Information, Sales Information and to view your tax bill, exemption status and a map of your parcel.

## Lake County Township Assessors

[HOME](#)[LAKE COUNTY LINKS](#)

### Property Information

[Back to search results](#) | [Try another search](#)

#### Location Information

Parcel Number: [REDACTED]  
Address: [REDACTED]  
City: NORTH BARRINGTON  
Neighborhood Code: 1424000  
Neighborhood Name: North Barrington

#### Land Data

Land Size: 2.22 Acres / 96,703 SF  
Primary Land Method: 9 Per SqFt /Range

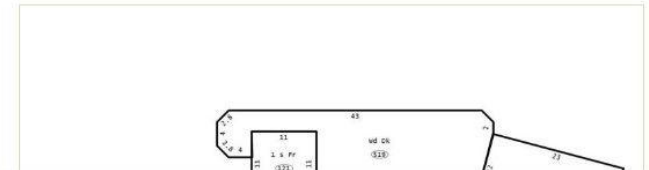
#### Physical Characteristics

Style: 64  
Model: Two Story  
Construction: Frame  
Quality Grade: Avg  
Condition: G  
Brick: 0 SF / 0 Lin SF  
Year Built / Effective: 1987 / 1987  
Attic Fin Area / Misc Fin Area: 0 / 0  
Basement Area / Finished Area: 1,421 / 1,100  
Lower Level Area / Finished Area: 0 / 0  
Bedrooms: 4  
Full Baths / Half Baths / Total Fixtures: 2 / 2 / 14  
Basement Features:

#### Photograph [Click to Zoom](#)



#### Improvement Sketch [Click to Zoom](#)



# Review Assessment Information

- County property information such as Tax Bill, Exemption Status, Maps and the SmartFile E-Filing Portal can be found here.

## Lake County Township Assessors

[HOME](#) [ASSESSMENT INFO](#) [PROPERTY SEARCH](#) [TOWNSHIP LINKS](#)

### Assessment Information

Year	Level	Farm Land Assessed	Farm Building Assessed	Land Assessed	Building Assessed	Total Assessed	Land Market	Building Market	Total Market
2024	SOA	\$0	\$0	\$35,370	\$212,710	\$248,080	\$106,121	\$638,194	\$744,314
2024	Assessor	\$0	\$0	\$33,526	\$201,621	\$235,147	\$100,588	\$604,923	\$705,512
2023		\$0	\$0	\$33,526	\$196,999	\$230,525	\$100,588	\$591,056	\$691,644
2022		\$0	\$0	\$37,928	\$184,161	\$222,089	\$113,795	\$552,538	\$666,334
2021		\$0	\$0	\$37,283	\$181,029	\$218,312	\$111,860	\$543,141	\$655,002

### Sales Information

Date of Sale	Sale Price	Sale Validity
08/20/2024	\$850,000	Q / IMP

### Comparable Property Information

[Click here to select comparable properties by recent sales](#)

[Click here to select comparable properties to determine assessment equity](#)

[Click here if you already have parcel numbers that you would like to view in a comparable report](#)

### County Links

[Tax Bill Information](#)

[Exemptions](#)

[GIS Maps Online](#)

[Lake County SmartFile E-Filing Portal](#)



# Review Sales Information

- If your reason for appeal is Recent Purchase of Property, the Sale Information should be listed.
- The evidence to support your appeal includes your PTAX-203 form, MLS listing or Closed Client Listing Sheet, or other closing documents.

## Lake County Township Assessors

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### Assessment Information

Year	Level	Farm Land Assessed	Farm Building Assessed	Land Assessed	Building Assessed	Total Assessed	Land Market	Building Market	Total Market
2024	SOA	\$0	\$0	\$35,370	\$212,710	\$248,080	\$106,121	\$638,194	\$744,314
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08/20/2024	\$850,000	Q / IMP

### Comparable Property Information

[Click here to select comparable properties by recent sales](#)

[Click here to select comparable properties to determine assessment equity](#)

[Click here if you already have parcel numbers that you would like to view in a comparable report](#)

### County Links

[Tax Bill Information](#)

[Exemptions](#)

[GIS Maps Online](#)

[Lake County SmartFile E-Filing Portal](#)

# Review Comparable Property Information

- If your reason for appeal is Recent Sales Comparables or Equity of Assessments Comparable, your evidence grid may be created here.
- Create a grid according to your appeal. A custom grid is available if you have the parcel numbers (PIN).

## Lake County Township Assessors

HOME ASSESSMENT INFO PROPERTY SEARCH TOWNSHIP LINKS

### Assessment Information

Year	Level	Farm Land Assessed	Farm Building Assessed	Land Assessed	Building Assessed	Total Assessed	Land Market	Building Market	Total Market
2024	SOA	\$0	\$0	\$35,370	\$212,710	\$248,080	\$106,121	\$638,194	\$744,314
2024	Assessor	\$0	\$0	\$33,526	\$201,621	\$235,147	\$100,588	\$604,923	\$705,512
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### Sales Information

Date of Sale	Sale Price	Sale Validity
08/20/2024	\$850,000	Q / IMP

### Comparable Property Information

[Click here to select comparable properties by recent sales](#)  
[Click here to select comparable properties to determine assessment equity](#)  
[Click here if you already have parcel numbers that you would like to view in a comparable report](#)

### County Links

[Tax Bill Information](#)  
[Exemptions](#)  
[GIS Maps Online](#)  
[Lake County SmartFile E-Filing Portal](#)



# Creating a Grid For Comparable Sales

- Click to select comparable properties by recent sales.
- An automatically generated grid will appear with the same style type as the subject.
- To view sales of all homes within the subject neighborhood, click here.
- Select and number the properties you want to use for evidence.
- You can also add known parcel numbers you want to add to the grid or select a specified distance to select comparables.
- Click View Comparable Report.

## Sales Information

Date of Sale	Sale Price	Sale Validity
08/20/2024	\$850,000	Q / IMP

## Comparable Property Information

- [Click here to select comparable properties by recent sales](#)
- [Click here to select comparable properties to determine assessment equity](#)
- [Click here if you already have parcel numbers that you would like to view in a comparable report](#)

## Lake County Township Assessors

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[Back to Property Details](#) | [Try another search](#)

## Subject Information

Parcel Number: 13-09-103-023

Address: 28575 W HARVEST GLEN CIR Cary

## Displaying Qualified Sales In Same Neighborhood for Style 63

☐ Show sales for All styles ☐ Include Unqualified sales

Comp #	Parcel Number	Address	Style	Living Area Total	Lot Size	Sale Price	Sale Date	Sale Validity	Year Built	Multi-Parcel Sale?	Miles From Subject
Subject	13-09-103-023	28575 W HARVEST GLEN CIR	63	3,952	40,075	\$850,000	8/2024	Q / IMP	2005	No	0.00
5 ▼	13-09-101-010	24850 N WILDBERRY BND	63	4,439	39,783	\$770,000	1/2022	Q / IMP	2005	No	0.27
4 ▼	13-09-101-012	24906 N WILDBERRY BND	63	5,027	38,655	\$985,000	4/2023	Q / IMP	2003	No	0.31
3 ▼	13-09-101-016	24845 N WILDBERRY BND	63	3,546	40,402	\$700,000	12/2023	Q-NO LISITNG F	2005	No	0.22
▼	13-09-101-017	24815 N WILDBERRY BND	63	3,315	47,493	\$720,000	11/2024	Q / IMP	2005	No	0.20
2 ▼	13-09-101-021	24912 N AUTUMN RDG	63	3,518	40,511	\$871,000	7/2022	Q / IMP	2006	No	0.27
▼	13-09-101-030	28774 W HARVEST GLEN CIR	63	4,163	53,579	\$894,900	9/2022	Q / IMP	2007	No	0.17
1 ▼	13-09-102-019	24554 N HARVEST GLEN RD	63	5,092	40,511	\$862,540	4/2022	Q / IMP	2006	No	0.13
▼	13-09-103-002	24766 N GOLDEN OAT CIR	63	3,257	49,756	\$685,000	9/2022	Q / IMP	2006	No	0.23
▼	13-09-103-004	28413 W HARVEST GLEN CIR	63	3,455	43,255	\$639,900	11/2022	Q / IMP	2003	No	0.25

Number each property with 1-5 that you would like to compare (maximum of 5) and then click [View Comparable Report](#).

OR

[Click here if you already have parcel numbers that you would like to view in a comparable report.](#)

Choose below to see all Sales within the same Neighborhood or within a specified Distance

☒ By Neighborhood

☐ By Distance 500 ft. ▼

[View Comparable Report](#)

[Clear Numberings](#)

# Your Grid is Ready to Print and to Save as Evidence

- Your property grid will list property characteristics, an exterior sketch of the residence, and a photo (if available).
- You can modify your search or run another comparable report.
- If you are filing an appeal based on sales comparables or uniformity, please save your PDF (evidence) to upload when you file your appeal.

[Back to Property Details](#)

[Run another Comparable](#)

[Try another search](#)

[Print](#) [Save as PDF](#)

## Comparable Property Tax Assessment Information Form

Cuba Township

### Appellant Comparables

	Subject	Comp #1	Comp #2	Comp #3
Parcel Number				
Street Address				
City Zip				
Neighborhood Code	1421100	1421100	1421100	1421100
Neighborhood Name	Victoria	Victoria	Victoria	Victoria
Distance	See Map	0.05 Miles	0.16 Miles	0.22 Miles
Land Size	0.230 Acres / 10,019 SF	0.300 Acres / 13,068 SF	0.230 Acres / 10,019 SF	0.300 Acres / 13,068 SF
Primary Land Method	9 Per SqFt / Range	9 Per SqFt / Range	9 Per SqFt / Range	9 Per SqFt / Range
Story Height	Two Story	Two Story	Two Story	Two Story
Style	61	61	61	61
Construction	Frame	Frame	Frame	Frame w/Brick
Brick	616 SF / 0 Lin SF	616 SF / 0 Lin SF	624 SF / 0 Lin SF	616 SF / 0 Lin SF
Year Built / Effective	1993 / 1993	1993 / 1993	1993 / 1993	1993 / 1993
Condition	AV	AV	AV	AV
Quality Grade	Avg	Avg	Avg	Avg
Bedrooms **	3	4	3	3
Full Baths / Half Baths / Total Fixtures	2 / 1 / 10	2 / 1 / 9	2 / 1 / 11	2 / 1 / 11

## Save Your Grid as Evidence

- Click Save as PDF
- The grid is automatically named as the 10-digit PIN and type of grid (Sales or Equity Comparable)
- Now you are ready to upload your evidence grid when you file online.

[Back to Property Details](#) [Run another Comparable](#) [Try another search](#)

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Print Save as PDF

**Comparable Property Tax Assessment Information Form** *Cuba Township*

Appellant Comparables

	Subject	Comp #1	Comp #2	Comp #3

Save As

This PC > Desktop

Organize New folder

Name	Date modified	Type	Size
Desktop Items	10/10/2019 11:04 AM	File folder	

File name: 13 Equity Comparable Report.pdf

Save as type: Adobe Acrobat Document (\*.pdf)

Hide Folders Save Cancel

# Creating a Grid For Equity of Assessments

- Click to select comparable properties by assessment equity.
- An automatically generated grid will appear.
- Select and number the subject properties you want to use for evidence.
- You can also add known parcel numbers you want to add to the grid or select a specified distance to select comparables.
- Click View Comparable Report.

## Sales Information

Date of Sale	Sale Price	Sale Validity
08/20/2024	\$850,000	Q / IMP

## Comparable Property Information

[Click here to select comparable properties by recent sales.](#)

[Click here to select comparable properties to determine assessment equity.](#)

[Click here if you already have parcel numbers that you would like to view in a comparable report.](#)

## Subject Information

Parcel Number: 13

Address:

Equity In Same Neighborhood for Style 61

[Click here to show equity for all styles in this neighborhood](#)

	Parcel Number	Address	Style	Living Area Total	Lot Size	Assessed Value	Year Built
Subject			61	2,800	10,019	\$150,784	1993
▼			61	2,676	9,148	\$103,323	1993
▼			61	2,170	10,019	\$126,927	1993
▼			61	2,297	10,019	\$131,236	1993
1 ▼			61	2,800	10,890	\$148,688	1993
2 ▼			61	2,800	13,068	\$156,689	1993
▼			61	2,469	13,504	\$130,964	1993
3 ▼			61	2,676	11,326	\$142,463	1992
▼			61	2,213	11,326	\$122,470	1993

Number each property with 1-5 that you would like to compare and then click Run Comparable (Maximum of 5).

[Click here if you already have parcel numbers that you would like to view in a comparable report.](#)

Choose below to see all Sales within the same Neighborhood or within a specified Distance

☒ By Neighborhood

☐ By Distance 500 ft.

[View Comparable Report](#)

[Clear Numberings](#)

## Your Grid is Ready to Print and to Save as Evidence

- Your property grid will list property characteristics, an exterior sketch of the residence, and a photo (if available).
- You can modify your search or run another comparable grid.
- If you are filing an appeal based on sales comparables or uniformity, please save your PDF (evidence) to upload when you file your appeal.

[Back to Property Details](#)

[Run another Comparable](#)

[Try another search](#)

Print

Save as PDF

### Comparable Property Tax Assessment Information Form

Cuba Township

#### Appellant Comparables

	Subject	Comp #1	Comp #2	Comp #3
Parcel Number				
Street Address				
City Zip				
Neighborhood Code	1421100	1421100	1421100	1421100
Neighborhood Name	Victoria	Victoria	Victoria	Victoria
Distance	See Map	0.05 Miles	0.16 Miles	0.22 Miles
Land Size	0.230 Acres / 10,019 SF	0.300 Acres / 13,068 SF	0.230 Acres / 10,019 SF	0.300 Acres / 13,068 SF
Primary Land Method	9 Per SqFt / Range	9 Per SqFt / Range	9 Per SqFt / Range	9 Per SqFt / Range
Story Height	Two Story	Two Story	Two Story	Two Story
Style	61	61	61	61
Construction	Frame	Frame	Frame	Frame w/Brick
Brick	616 SF / 0 Lin SF	616 SF / 0 Lin SF	624 SF / 0 Lin SF	616 SF / 0 Lin SF
Year Built / Effective	1993 / 1993	1993 / 1993	1993 / 1993	1993 / 1993
Condition	AV	AV	AV	AV
Quality Grade	Avg	Avg	Avg	Avg
Bedrooms **	3	4	3	3
Full Baths / Half Baths / Total Fixtures	2 / 1 / 10	2 / 1 / 9	2 / 1 / 11	2 / 1 / 11

## Save Your Grid as Evidence

- Click Save as PDF
- The grid is automatically named as the 10-digit PIN and type of grid (Sales or Equity Comparable)
- Now you are ready to upload your evidence grid when you file online.

[Back to Property Details](#) [Run another Comparable](#) [Try another search](#)

1 / 4

Print Save as PDF

**Comparable Property Tax Assessment Information Form** *Cuba Township*

Appellant Comparables

	Subject	Comp #1	Comp #2	Comp #3

Save As

This PC > Desktop

Organize New folder

Name	Date modified	Type	Size
Desktop Items	10/10/2019 11:04 AM	File folder	

File name: 13 Equity Comparable Report.pdf

Save as type: Adobe Acrobat Document (\*.pdf)

Hide Folders Save Cancel



# Next Step: Determine the Reason for Your Appeal

- Factual Error (e.g., incorrect square footage or other property characteristics)
- Recent Appraisal – You obtained an appraisal effective January of the Assessment year.
- Recent Purchase of Property – You recently purchased the subject property, and the assessment is greater than 1/3rd of the subject property's recent sale price. The Board considers an arms-length sale of a subject property, which occurred within twelve (12) months of the January 1 assessment date.
- Recent Sales Comparables – The sales price per AGLA (above grade living area) of recent sales in your neighborhood is less than the market value per AGLA of your subject property.
- Equity of Assessments Comparables – The building assessment per AGLA of your subject property is greater than the AGLA of comparable properties in your neighborhood.
- Matters of Law





# Gather Evidence For Your Appeal Reason

Reason for Appeal	Evidence
Factual errors	Must include a Property Record Card, statement highlighting incorrect and correct data and requires Assessor access to property. Please contact your Township Assessor's Office for factual error corrections prior to filing an appeal.
Recent Appraisal	Provide a recent appraisal demonstrating the Market Value is less than the Market Value on your Assessment Notice.
Recent Purchase of Property	Provide documents that disclose the purchase price of the property and the date of purchase, specifically including the signed and completed Settlement Statement or the Closing Disclosures and Summaries of Transactions. (e.g., PTAX-203 Real Estate Transfer Form, MLS listing or Closed Client Listing Sheet, or other closing documents.)
Recent Sales Comparables	Go to the IMSLake.org and select your comparables based on recent sales. Save the IMSLake Grid as evidence to upload on SmartFile.
Equity of Assessments Comparables	Go to the IMSLake.org and select your comparables based on uniformity. Save the IMSLake Grid as evidence to upload on SmartFile.
Matters of Law	Written statement listing your matters of law.



## View Lake County's Assessment Appeal Video

- Watch the Video
- Gather your evidence and save it in a folder on your computer for easy access when filing online.



Link to the [Board of Review Appeal Process and Rules](#)

\*Appeals submitted into SmartFile for properties in Cuba, Ela, Grant, Libertyville, Shields and Vernon Townships rely on preparing a comparable grid sheet from IMSLake.org as property characteristic information on the Lake County webpage may not contain accurate data after 2019.

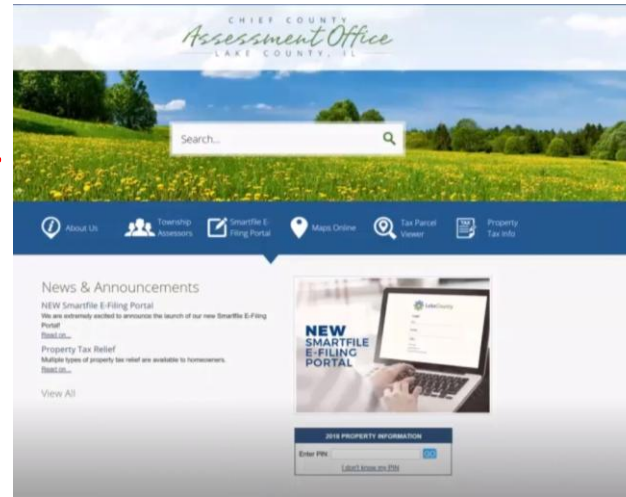
\*\*All Appeals and evidence may be published on the Lake County Chief County Assessor's website. Please be sure to redact any personal information within your appeal case documents prior to uploading them to SmartFile. (e.g., personal e-mails, telephone numbers, social security numbers.)

Read the Board of Review Rules and  
Important Filing Date Information

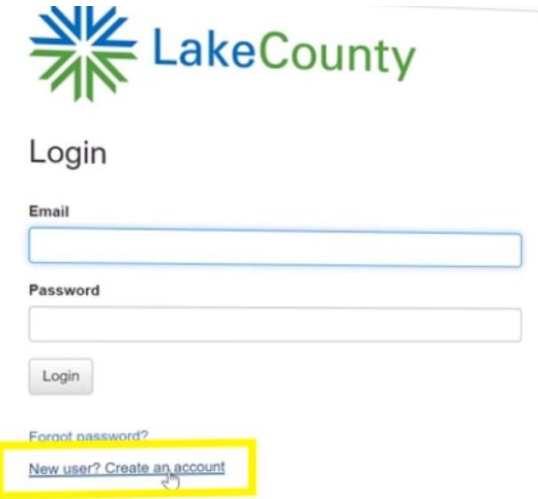
# Register to File on Lake County's SmartFile Portal

[https://lakecountyilpaefile.tylertech.com/lake\\_il\\_sf](https://lakecountyilpaefile.tylertech.com/lake_il_sf)

1



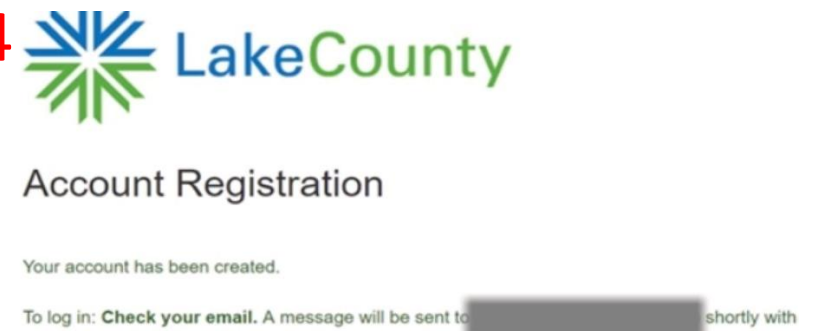
2



3



4





Login

Email

Password

Login

[Forgot password?](#)

[New user? Create an account](#)

Enter email and password



### Available Filings

To create a new filing, click on a filing type below.

[AA01: Mailing Address Change](#)  
Address Change Request Form

[AP01: Assessment Appeal](#)  
Use this form to file an appeal of your property assessment with the Board of Review. For filing deadlines, go to [boardofreview.lakecountyll.gov](#), and click "Filing Deadlines and Decision Mailed Dates" on the left-hand side.

[AP02: Additional Evidence for Previous Filing](#)  
Use this form to submit additional evidence on a previously filed assessment appeal, homestead exemption application, non-homestead exemption application, or preferential assessment request. Do not use this to file a renewal of an exemption or preferential assessment, only to attach supplemental information on a filing.

Select Assessment Appeal



[Available Filings](#) [My Filings](#) [Message Center](#) [Account](#) [Sign Out](#)

## Residential and Commercial Appeal Forms

For assistance with filing an appeal, please [click here](#) to view our online tutorial video.

[Begin Filing](#)

Click Begin Filing Tab

# Begin Filing Your Appeal

## Search for Property

Please search for your property using one or more of the search options below. Once you find your property, select it in the search results grid Start Filing button.

**NOTE:** If an active appeal is already on file you will not be able to submit a new one. Please contact the CCAO office at [assessor@la](mailto:assessor@la) call 847-377-2050.

If you know your Property's Identification Number (PIN), enter it here:

Parcel PIN:

If you do not know your Property's Identification Number (PIN), you can search by Owner Name or Property Address.

Owner Name:

Last Name, First Name

A wildcard is assumed at the end, to include a wildcard in another position type '%'. For example:

Frank will return: Frank, Franklin, Franken, Frankel, etc.

B%o%ski will return: Bojarski, Bronowski, Bukowski, etc.

Building/House Number:

Street Name:

Search

## Search Results

Parcel PIN	Location Address	Message
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

1

Enter your 10-digit PIN and click Search, then Start Filing



Available Filings My Filings Message Center Account Sign Out

Acknowledge

Application

Appeal Reason

Additional Properties

Appeal Detail

Commercial Income

Comparable Selection

Comparable Display

Attachments

Submit

## Residential Appeal Form

Tax Year: 2019

### Terms and Conditions

The LIBERTYVILLE Township final filing date is

To submit an appeal using this online application, the user must complete all of the required steps and electronically submit the appeal by the published township final filing date. The Board of Review will not recognize incomplete e-filings as a completed submission. By checking the "I acknowledge" box below, the user understands and accepts these requirements.

**Please Note:** This online application depends upon the successful operation of electronic systems, each beyond control of the Board of Review. Lake County cannot guarantee the availability of the online application, and the Board highly recommends appellants not wait until a filing deadline to submit their appeals online. Filing deadlines are fixed and not extended if, for some reason, the online application is unavailable.

☒ I acknowledge and accept the term above.\*

Cancel Filing

Next

Acknowledge and accept terms and click Next

# Enter Subject Property and Accept Terms

Available Filings   My Filings   Message Center **2680**   Account   Sign Out

Acknowledge **Application**   Appeal Reason   Additional Properties   Appeal Detail   Commercial Income   Comparable Selection

Comparable Display   Attachments   Submit

### Residential Appeal Form

Owner/Appellant:  \*

Address:

Owner Email:  \*

Primary Phone:  \*

Alt Email:

Secondary Phone:

If you need to add an attorney you can do it here:

Attorney Representation:  ✓

Principal Residence?  \*

Purchase Price:    Date:

Currently Listed for Sale?\*

Listed for Sale within the last 12 months?\*

\*If you have answered **yes** to either of these questions, please include proof of listing on attachments page

This property has a pending appeal with the Illinois Property Tax Appeal Board:

☐ 2024   ☐ 2023   ☐ 2022   ☐ Stipulation Reached

Appearance Type - Please Choose One:  \*

# Complete required and applicable fields, including Appearance Type



# Select Appeal Reason(s) and Enter Requested Market Value

Acknowledge Application **Appeal Reason** Additional Properties Appeal Detail Commercial Income Comparable Selection

Comparable Display Attachments Submit

13-09-103-023 / Tax Year:2025

## Residential Appeal Form

### Appeal Reason

You can select multiple reasons for your assessment appeal. You will be asked to supply evidence for each of the reasons you select. Please check the reason(s) for this appeal:

- ☐ **1. Factual Error – Property Characteristics**  
This type of case involves questions on the accuracy of property characteristics used by the township assessor in the assessment process. The types of questions that might arise in this area are the actual living area of the home, number of bathrooms, size of the basement, total land area, etc. For additional information, see the Board's Rules, Section IV A.
- ☐ **2. Recent Purchase of Property**  
In this case you may have a 2024 or 2025 sale that you would like the Board of Review to consider as evidence of fair cash value for January 1, 2025. There are a series of required questions related to the transaction, along with the ability to upload sales documentation including the signed and completed Settlement Statement or the Closing Disclosures and Summaries of Transactions for the Board's considerations. For additional information, see the Board's Rules, Section IV B.
- ☐ **3. Recent Appraisal**  
In this case, you have a real estate appraisal that you would like the Board of Review to consider as evidence of fair cash value for January 1, 2025. The ability to upload the appraisal is provided. If your appraisal is yet to be completed, you will be reminded of the Board's deadlines for your document. For additional information, see the Board's Rules, Section IV C.
- ☐ **4. Recent Sales Comparables**  
This case involves the submission of comparable properties that have recently sold using the Lake County Comparable Property Grid. Generally, the key metric in these cases is to compare the sale price per AGLA of the submitted comparables to the market value per AGLA of the subject property. Remember that the Board of Review will be looking for the best comparable sales evidence in determining the fair cash value as of January 1, 2025. In performing your comparable search, be sure to look for properties that are similar to yours. For additional information, see the Board's Rules, Section IV C.
- ☐ **5. Equity of Assessment Comparables**  
This case involves the submission of comparable properties using the Lake County Comparable Property Grid. Generally, the key metric in these cases is to compare the building assessment per AGLA of the subject to the building assessments per AGLA of the submitted comparables. In making their decision, the Board of Review will be considering the notable differences between the subject property and comparables so be sure to look for properties that are similar to yours. For additional information, see the Board's Rules, Section IV D.
- ☐ **6. Matter of Law and Other**  
This type of case generally involves legal issues. This selection allows you to upload a legal brief, or the option to paste text into the box provided. For additional information, see the Board's Rules, Section IV E.

## Requested Value

	Current Market	Current Assessed	Requested Market	Requested Assessed
Land	\$112,529	\$37,506	\$112,529 ✓	0
Building	\$679,907	\$226,613	*	0
Total	\$792,436	\$264,119	0	0

Unless the Land value is the basis of the appeal, keep the requested Land value the same and reduce only the building value as part of your request. The requested Assessed will be automatically calculated.

[Acknowledge](#) [Application](#) [Appeal Reason](#) **[Additional Properties](#)** [Appeal Detail](#) [Commercial Income](#)  
[Comparable Selection](#) [Comparable Display](#) [Attachments](#) [Submit](#)

### Additional Properties

Enter additional parcels to be included in this appeal. (These are properties you are appealing the assessments on, not other properties being used for comparison.) The parcels must be contiguous (touching each other) and have the same owner. If they are not, a separate appeal should be completed for each instance.

Note: If you are requesting a reduction for the additional parcels listed below, the requested land and requested building amounts you enter should be equal to 33.33% of the market value of the additional parcels.

<b>Add</b>	Delete	Calculate
------------	--------	-----------

Twp	PIN	Appeal Deadline	Curr Assd Land	Curr Assd Bldg	Curr Assd Total	Curr Market T...	Req Assd L...
◀ ◁ 0 ▷ ▶							No items to display

After each additional parcel is added, press Tab or Enter and the system will populate the current assessment and market values for you after a few brief moments.

[Previous](#)[Cancel Filing](#)**[Next](#)**

If Applicable, filings **MUST** include all Contiguous  
PIN numbers  
Add or click next



## Residential Appeal Form



### 1. Factual Error – Property Characteristics

Please review your property characteristics below and select one or more checkboxes to indicate which characteristic(s) see incorrect.

If there is a discrepancy in the characteristics it is highly recommended that you contact your local township assessors office for a possible resolution before filing an appeal.

#### Township Contact Information:

359 MERRILL COURT

LIBERTYVILLE ,IL 60048  
847-362-5900

PIN:

Street Address:

City ST, Zip: LIBERTYVILLE IL 60048

Land Amount: \$16,927

Building Amount: \$38,211

Total Amount: \$55,138

Township: LIBERTYVILLE

☐ Nbrhd Number:

☐ Nbrhd Name:

☐ Class:

☐ Class Descr:

☐ Total Land Sq Footage:

☐ Structure Type / Stories:

☐ Architectural Style:

☐ Exterior Cover:

☐ Multiple Buildings:

☐ Year Built / Effective Age:

☐ Condition:

☐ Quality Grade:

☐ Above Ground Living Area:

☐ Basement:

☐ Finished Lower Level:

☐ Rec. Room Area:

☐ Finished Basement:

☐ Number of Full Bathrooms:

☐ Number of Half Bathrooms:

40

Residential

Improvements

0

WOOD FRAME

5

WOOD SIDING

N

1970/1970

AVERAGE

CONDITION

Good

1380

FULL

0

0

1

2



The Image is not available

# Appeal – Factual Error

- Go to [IMSLake.org](https://www.imslake.org) to confirm the most current property characteristics. The characteristics on this page may not be up-to-date. Call your local assessor if there are any errors prior to filing.
- Factual Error appeals are generally resolved in the local assessors' office.

Acknowledge Application Appeal Reason Additional Properties **Appeal Detail** Commercial Income Comparable Selection

Comparable Display Attachments Submit

Residential Appeal Form Tax Year: 2019

**2. Recent Purchase of Property**

Upload supporting documents including the signed and completed Settlement Statement or the Closing Disclosures and Summaries of Transactions document from the recent sale on the Attachments Tab.

Note: If you have access to a copy of the MLS listing sheet and MLS listing history from your real estate agent, that information is excellent additional documentation to support an assessment appeal that is based upon a recent purchase. Please upload the additional documentation on the Attachments Tab.

Select Sale Transaction: Click Button to Select This field is required

Did the sale involve more than one PIN? This field is required

What was the date of transaction? This field is required

What type of deed was filed? This field is required

Was the property advertised for sale? This field is required

Optional: How did you find out about this property? (maximum 500 characters)

Check all items that apply to this sale:

☐ Fulfillment of installment contract



Available Filings My Filings Message Center Account Sign Out

Acknowledge Application Appeal Reason Additional Properties **Appeal Detail** Commercial Income Comparable Selection

Comparable Display **Attachments** Submit

**Matter of Law and Other**

If your appeal is based on Matter of Law and Other you must either explain the reason in the text box on the Appeal Detail tab or attach a legal brief or explanation document here.

**Current Attachments:**

Attach more files for this category:

Select files... drop files here to upload

**Recent Purchase**

If your appeal is based on Recent Purchase, you must attach the sales documentation here (e.g. the signed and completed Settlement Statement or the Closing Disclosures and Summaries of Transactions document).

**- You must attach at least one document in this category.**

**Current Attachments:**

Attach more files for this category:

Select files... drop files here to upload

**Factual Explanation**

If your appeal is based on factual error, you must either explain the error on the Appeal Detail tab or attach an explanation here.

**Current Attachments:**

Attach more files for this category:

Select files... drop files here to upload

Previous Cancel Filing **Next**

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# Appeal – Recent Purchase of Property

## Residential Appeal Form

/ Tax Year: 2019

- ☐ 1. Factual Error – Property Characteristics
- ☐ 2. Recent Purchase of Property
- ☒ 3. Recent Appraisal

An appraisal which does not accompany an initial application is acceptable to the Board, if it is received by the Board (irrespective of the post mark) within fourteen (14) calendar days of the filing deadline for residential properties or within thirty (30) calendar days of the filing deadline for commercial properties. The appraisal can be submitted within this application, or as a supplemental attachment using the supplemental attachment filing.

☐ My appraisal is forthcoming. I will submit my appraisal by the date specified below.

LIBERTYVILLE Township's appraisal deadline date is for Residential Properties.

Do you believe this will be a reduction of \$100,000 assessed value (market value of \$300,000) or more?

- ☐ 4. Recent Sales Comparables
- ☐ 5. Equity of Assessment Comparables
- ☐ 6. Matter of Law and Other

[Previous](#)

[Cancel Filing](#)

[Next](#)

## Recent Sales/Equity of Assessment Comparable Grid

If your appeal is based on Recent Sales Comparables or Equity of Assessments Comparables and you would like to upload your comparison grids from Public Access site, please attach them here.

### Current Attachments:

Attach more files for this category:

[Select files...](#)

drop files here to upload

## Recent Appraisal

If your appeal is based on an Appraisal, you must either specify that the appraisal is forthcoming on the Appeal Detail tab or attach it here. (Maximum file size)

### Current Attachments:

Attach more files for this category:

[Select files...](#)

drop files here to upload

# Appeal – Recent Appraisal

# Appeal – Comparable Sales

- Comparable grids for Cuba, Ela, Grant, Libertyville and Vernon Townships are available on IMSLake.org.
- Earlier slides demonstrated how to create the grid and save it to your computer.
- Instead of hitting “Next” proceed to the Attachments tab and upload your grid and any other evidence you may have.



LakeCounty

Available Filings My Filings Message Center Account Sign Out

Acknowledge Application Appeal Reason Additional Properties Appeal Detail Ci

Comparable Display Attachments Submit

Residential Appeal Form

- ☐ 1. Factual Error – Property Characteristics
- ☐ 2. Recent Purchase of Property
- ☐ 3. Recent Appraisal
- ☒ 4. Recent Sales Comparables  
Search for comparable properties that have recently sold to evaluate the market value of your property. Upload a comparable grid to use as evidence on the upcoming Comparable Selection tab.
- ☐ 5. Equity of Assessment Comparables
- ☐ 6. Matter of Law and Other



Available Filings My Filings Message Center Account Sign Out

Acknowledge Application Appeal Reason Additional Properties Appeal Detail Commercial Income Comparable Selection

Comparable Display Attachments Submit

# Appeal – Equity of Assessments

- Comparable grids for Cuba, Ela, Grant, Libertyville and Vernon Townships are available on IMSLake.org.
- Earlier slides demonstrated how to create the grid and save it to your computer.
- Instead of hitting “Next” proceed to the Attachments tab and upload your grid and any other evidence you may have.





# Appeal - Matters of Law

Either attach an explanation in the Attachments tab or explain your reason below.

The screenshot shows the Lake County website's appeal process. The top navigation bar includes links for Available Filings, My Filings, Message Center, Account, and Sign Out. Below this, a series of tabs represent the steps: Acknowledge, Application, Appeal Reason, Additional Properties, Appeal Detail (which is highlighted in blue), Commercial Income, and Comparable Selection. Under the Appeal Detail tab, there are sub-tabs for Comparable Display, Attachments, and Submit. The main heading is 'Residential Appeal Form' with a 'Tax Year: 2019' label. A list of six appeal reasons is provided, each with a checkbox. The first five are: 1. Factual Error – Property Characteristics, 2. Recent Purchase of Property, 3. Recent Appraisal, 4. Recent Sales Comparables, and 5. Equity of Assessment Comparables. The sixth option, '6. Matter of Law and Other', is selected with a checked checkbox. Below this selection, a text box is provided for the user to 'Either attach an explanation on the attachments tab, or explain below:'. The entire section for the sixth option, including the checkbox and the text box, is highlighted with a yellow border. At the bottom of the form, there are 'Previous', 'Cancel Filing', and 'Next' buttons.

**LakeCounty**

Available Filings My Filings Message Center Account Sign Out

Acknowledge Application Appeal Reason Additional Properties **Appeal Detail** Commercial Income Comparable Selection

Comparable Display Attachments Submit

**Residential Appeal Form** Tax Year: 2019

- ☐ 1. Factual Error – Property Characteristics
- ☐ 2. Recent Purchase of Property
- ☐ 3. Recent Appraisal
- ☐ 4. Recent Sales Comparables
- ☐ 5. Equity of Assessment Comparables
- ☒ 6. Matter of Law and Other

Either attach an explanation on the attachments tab, or explain below:

Previous Cancel Filing Next

# Call for more information

IMS Lake County Assessor's Offices	
Cuba Township Assessor's Office Nicole E. Knapik	847-381-1120 <a href="mailto:info@cubaassessoril.gov">info@cubaassessoril.gov</a>
Ela Township Assessor's Office Bonnie Barrington	847-438-8370 <a href="mailto:assessor@elaassessor.org">assessor@elaassessor.org</a>
Grant Township Assessor's Office Lisa LaMantia	847-546-8880 <a href="mailto:assessor@granttwpassessor.com">assessor@granttwpassessor.com</a>
Libertyville Township Assessor's Office Christine G. Feeney	847-362-5900 <a href="mailto:info@libertyvilleassessor.com">info@libertyvilleassessor.com</a>
Vernon Township Assessor's Office	847-634-4602 <a href="mailto:info@vernonassessor.com">info@vernonassessor.com</a>
Shields Township Assessor's Office	847-234-3485 <a href="http://shieldstownship.com">shieldstownship.com</a>