

# **COOK COUNTY ASSESSOR**

**FRITZ KAEGI**



COOK COUNTY ASSESSOR'S OFFICE  
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## **CLASS 6B SUSTAINABLE EMERGENCY RELIEF (SER) ELIGIBILITY APPLICATION**

*(This form will ONLY be utilized for applicants who specifically elect for SER)*

*This Incentive is Not Renewable*

Carefully review the Class 6B Eligibility Bulletin before completing this Application. For assistance, please contact the Assessor's Office, Development Incentives Department, (312) 603-7529. This application, **a filing fee of \$500.00**, and supporting documentation (*except drawings and surveys*) must be filed as follows:

### **APPLICANT INFORMATION**

Company: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### ***Contact Person (if different than the Applicant)***

Name: \_\_\_\_\_

Company: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **PROPERTY DESCRIPTION (PER PIN)**

If you are applying for more than three different PINs, please submit the additional PIN information in an attachment.

Street address: (1) \_\_\_\_\_

Permanent Real Estate Index Number: \_\_\_\_\_

(2) \_\_\_\_\_

Permanent Real Estate Index Number: \_\_\_\_\_

(3) \_\_\_\_\_

Permanent Real Estate Index Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Township: \_\_\_\_\_ Existing Class: \_\_\_\_\_

**PROPERTY INFORMATION**

Attach legal description, site dimensions and square footage, and building dimensions and square footage.

**IDENTIFICATION OF PERSONS HAVING AN INTEREST IN THE PROPERTY**

Attach a complete list of all owners, developers, occupants and other interested parties (*including all beneficial owners of a land trust*) identified by names and addresses, and the nature and extent of their interest.

**INDUSTRIAL USE**

Attach a detailed description of the precise nature and extent of the use of the subject property, specifying in the case of multiple uses the relative percentages of each use. Include copies of materials, which explain each occupant's business, including corporate letterhead, brochures, advertising material, leases, photographs, etc.

**OCCUPANCY REQUIREMENTS**

Industrial enterprise must have occupied the premises at the same location for a minimum of ten (10) consecutive years prior to the date of application.

- How many years has industrial enterprise occupied the premises? \_\_\_\_\_

**ECONOMIC HARDSHIP VERIFICATION**

Applicant must attach financial analysis (*including tax returns for Federal/State/Local*) and letter demonstrating economic hardship.

**NO CURRENT COOK COUNTY PROPERTY INCENTIVE**

Applicant verifies that they are not receiving another Cook County property tax incentive for the same property.

- Is Applicant receiving another Cook County property tax incentive for this property?  
YES [  ]      NO [  ]

**SUBSTANTIAL OCCUPANCY VERIFICATION**

Industrial enterprise must occupy a minimum 51% of premises.

- What percentage of industrial enterprise is occupied? \_\_\_\_\_

**EMPLOYMENT INFORMATION**

How many permanent full-time and part-time employees do you now employ in Cook County?

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

How many permanent full-time and part-time employees do you now employ at this site?

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

**LOCAL AND COOK COUNTY BOARD APPROVAL**

A certified copy of a resolution or ordinance from the municipality in which the real estate is located (*or the County Board, if the real estate is located in an unincorporated area*) should accompany this Application.

The ordinance or resolution must expressly state that the municipality supports and consents to this Class 6B **SER** Application and that it finds that Special Circumstances makes the Incentive necessary for the industrial enterprise to continue operations at its current location and maintain its staff, and that without such designation the enterprise would not be economically viable causing the property to be imminent risk of becoming vacant and unused. If a resolution is unavailable at the time the application is filed, a letter from the municipality or the County Board, as the case may be, stating that a resolution or ordinance supporting the incentive has been requested may be filed with this application instead.

A certified copy of a resolution or ordinance from the County Board validating the municipal finding of special circumstances must be obtained by the Applicant. A letter from the County Board confirming that this resolution has been requested needs to be submitted to the Assessor's Office.

If, at a later date, the municipality or the County Board denies the applicant's request for a resolution or ordinance, the applicant will be deemed ineligible for the Class 6B **SER** incentive. In all circumstances, both resolutions must be submitted by the time the applicant files an "Incentive Appeal".

**TERMINATION OF CLASS 6B SER**

If the business ceases operation a Cease Operation Form must be submitted within 30 days of the end of operations. In addition, the Class 6B designation under **SER** may be terminated by the Assessor immediately under any of the following circumstances:

- Failure to file the required annual affidavit prior to the filing deadline;
- Failure to maintain the property in substantial compliance with all applicable local building, safety, and health codes and requirements;
- Failure to comply with the Class 6B requirements of substantial occupancy

If terminated early the Class 6B classification shall be deemed null and void from its inception as to the subject property. In such an instance, the owner shall be liable for and shall reimburse to the County Collector an amount equal to the difference in the amount of taxes that would have been collected had the subject property been assessed as a Class 5 property and the amount of taxes collected under the Class 6B classification.

If necessary, a Repayment Plan agreement could be established. Failure of the Applicant to make proper reimbursement shall not constitute a lien upon the subject property but shall constitute an in personam liability which may be enforced against the owner and/or subsequent owner(s).

**I, the undersigned, certify that I have read this Application and that the statements set forth in this Application and in the attachments hereto are true and correct, except as those matters stated to be on information and belief and as to such matters the undersigned certifies that he/she believes the same to be true.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public