

COOK COUNTY ASSESSOR
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COOK COUNTY ASSESSOR'S OFFICE
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CHICAGO, IL 60602 | PHONE: 312.443.7550
WWW.COOKCOUNTYASSESSOR.COM

**Homeowner Exemption
Certificate of Error (C/E) Application**

*C/E Tax Year

All applications **must** include Photo ID and Occupancy Affidavit

*Office use only:
C/E Number*

Section 1: Applicant Contact Information

*Name of Applicant (Taxpayer/Owner)

_____-_____-_____
*Daytime phone number

*Taxpayer's Mailing Address and Street

_____-_____-_____
*City *State *Zip

Property Information

*** = Required**

*Property Location Address and Street

_____-_____-_____
*City *State *Zip

*Property Index Number (PIN, or PINs)
If this home has more PINs, add them below:

Section 2: Required Supporting Documents

- Supporting documentation is **required** with this application to verify applicant's identity, property occupancy, and property tax liability for the tax year of this application. See back of form for acceptable documents.
- All applications **must** include Photo ID and Occupancy Affidavit

Section 3: Applicant Attestation and Signature

- I affirm that in the Certificate of Error (C/E) Tax Year listed above:
- I occupied this property as my principal residence as of January 1;
 - I owned this property or have a legal, equitable, or leasehold interest in this property; **and**
 - I was liable for paying real estate taxes on this property.
- I further affirm I have not received a Homeowner Exemption on another property for the C/E Tax Year.
- I understand that if this Homeowner Exemption is granted in error, this property may be subject to a lien for back taxes and penalties in accordance with Section 9-275 of the Illinois Property Tax Code.
- I hereby apply for the Homeowner Exemption for the Certificate of Error Tax Year listed above.

*Applicant's signature

*Date

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 Certificate of Error Tax Bill will be sent which verifies that the Certificate of Error has been processed.

Questions? Please call us at (312) 443-7550 for help in English, Español, and Polskim.

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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.

Important: 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 **also** submit documentation sufficient to explain the name change, such as a certified marriage certificate, certified divorce decree, etc.

LIST OF ACCEPTABLE DOCUMENTS

Attach copies of one from List A, **OR** one from List B AND one from List C.

One photo ID from List A and an Occupancy Affidavit.		
The name and address on the photo ID must 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 <ul style="list-style-type: none"> • Illinois Drivers License / ID Card • Matrícula Consular ID • City of Chicago ID Card 	
OR provide one photo ID from List B and one document from List C and an Occupancy Affidavit.		
The name on the photo ID must verify information entered on the application. The name and property address on the List C document must verify information entered on the application, and must demonstrate that you occupied this property on or before January 1 of the C/E Tax Year.	List B: Photo IDs that verify identity <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Mailed bank statement • Mailed landline, cable, or internet bill • Mailed pay stub or Social Security Award letter • Voting record (from Cook County Clerk's Office or Chicago Board of Elections) Occupancy Affidavit: <ul style="list-style-type: none"> • at cookcountyassessor.com

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

If you are listed on the deed recorded at the Office of the Cook County Recorder of Deeds:
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 a copy of one of these documents:
<ul style="list-style-type: none"> • Deed (if not recorded) or contract for a deed • Lease (condominiums and multi-unit apartment buildings not eligible) • Will or Trust • Co-op stock certificate or Occupancy Agreement

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OCCUPANCY AFFIDAVIT

Affiant's Name: _____ Phone #: (____) _____

Affiant's Current Address: _____
(property address, city, state and zip code)

I, _____, do hereby state under oath as follows:
(Affiant's name)

From _____ to _____, I occupied as my principal residence
(date) (date)

the property commonly known as _____ and
(property address, city, state and zip code)

identified by Property Index Number(s) _____,

and I did not request or receive a homestead exemption on a different property for any of those years.

I swear that the facts stated above are true and complete.

Signature of Affiant (required)