



**Certificate of Error Application  
 for Exempt Property**

2020  
 Appeal Year

\_\_\_\_\_  
 Appeal Number

\_\_\_\_\_  
 C/E Year

\_\_\_\_\_  
 Township

**DO NOT** file this form if the property does not qualify as exempt from property tax.

Property Index Number(s)	Property Class	For Office Use Only		
		Grant	Deny	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*(attach separate sheet for additional PINs)*

Reason for C/E (be specific)

\_\_\_\_\_  
 Applicant's Name

\_\_\_\_\_  
 Signature of Owner/Lessee

\_\_\_\_\_  
 Applicant's Street Address

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 City

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Zip

\_\_\_\_\_  
 Daytime Phone Number

**FOR REPRESENTATIVE ONLY (IF APPLICABLE)**

\_\_\_\_\_  
 Representative's Code/Attorney's Code

\_\_\_\_\_  
 Date



**Certificate of Error Application  
for Exempt Property**

\_\_\_\_\_  
Appeal Year

\_\_\_\_\_  
Appeal Number

\_\_\_\_\_  
C/E Year

Document Schedule

\_\_\_\_\_  
Township

PINs: \_\_\_\_\_

Check box if document is submitted.

**1. Affidavit** *(must submit an original and a copy of one of the following items):*

- Affidavit of Use
- Continuing Use Affidavit *(if this is submitted, then a copy of the applicable division must also be included.)*

**2. Proof of Ownership** *(must submit two copies of one of the following items):*

- Recorded Deed *(if property transferred to a trust, then the assignment of the beneficial interest must also be submitted)*
- Installment Agreement, Articles of Agreement or Contract of Sale
- Complaint to Condemn, Order Vesting Title and Final Judgement Order *(include "Exhibit A" which contains the legal description of the property in question), and the receipt for the Condemnation Deposit (from the Treasurer's Office).*
- Plat of Dedication
- Other: \_\_\_\_\_

**3. Administrative Decisions** *(must submit two copies of one of the following items):*

- Department of Revenue Letter or Department of Revenue Hearing Disposition
- Notice of Road Taking
- Department of Local Government Affairs Letter
- Court Order
- Memorandum from the Cook County Assessor's Office Legal Department

**4. Miscellaneous**

- Division *(if the Property Index Number is different on any of the documents submitted)*
- Block cover *(if there is an older division, multiple divisions, or if copy of division is not available)*
- Lease agreement *(or Court Order for Eviction)*
- Amendment to the Articles of Incorporation changing the name *(if organization's current name is different than what is listed on the other documents submitted)*

**5. Other:**



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**Document Schedule**

\_\_\_\_\_  
(Affiant's Name)

\_\_\_\_\_  
(Title in Organization)

of \_\_\_\_\_ being first duly sworn deposes and says that:  
(Name of Organization)

(list below Property Index Numbers as listed on the Department of Revenue Letter)

\_\_\_\_\_  
\_\_\_\_\_

commonly known as \_\_\_\_\_  
(Address, City, State, Zip)

was acquired on \_\_\_\_\_ by \_\_\_\_\_  
(Date) (Type of Document (attached))

and further states that said property was used from \_\_\_\_\_ to \_\_\_\_\_  
(Date) (Date)

as (state use of property)

[Empty rectangular box for state use of property]

And further this affiant sayeth not.

\_\_\_\_\_  
Signature of Affiant\*

\_\_\_\_\_  
Property Street Address

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

*\*This Affidavit must be signed by someone who has personal knowledge of the property at the time in question.*

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

\_\_\_\_\_  
Signature of Notary\*

[Notary Stamp area]