

COOK COUNTY ASSESSOR
FRITZ KAEGI



COOK COUNTY ASSESSOR'S OFFICE
118 NORTH CLARK STREET, 3RD FLOOR
CHICAGO, IL 60602 | PHONE: 312.443.7550
WWW.COOKCOUNTYASSESSOR.COM

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

*C/E Tax Year

If you have questions, please contact our office.

Office use only:
C/E Number

Section 1: Applicant Contact Information

Property Information

* = Required.

*Name of Applicant (Taxpayer/Owner)

*Property Location Address and Street

*Daytime phone number

*City

*State

*Zip

*Taxpayer's Mailing Address and Street

*Property Index Number (PIN)

If this property is prorated, please submit separate applications for each PIN.

*City

*State

*Zip

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.

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

Instructions: Mail (or submit in person) this application and supporting documents to a Cook County Assessor's Office.

Chicago: 118 N. Clark St., Room 320, Chicago, IL 60602
Skokie: 5600 Old Orchard Road, Room 149, Skokie, IL 60077
Bridgeview: 10200 S. 76th Ave., Room 237, Bridgeview, IL 60455
Markham: 16501 S. Kedzie Ave., Room 237, Markham, IL 60426

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 letter will be sent that verifies that the Certificate of Error has been certified. This letter will provide information about obtaining a refund, if one is warranted.

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



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: Be sure to supply all verification document(s) required. 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.

One photo ID from List A may meet all requirements.		
The name and address on the photo ID <u>must</u> 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 please provide one photo ID from List B and one document from List C.		
<p>The name on the photo ID <u>must</u> verify information entered on the application.</p> <p>The name and property address on the List C document <u>must</u> verify information entered on the application, and <u>must</u> demonstrate that you occupied this property on or before January 1 of the C/E Tax Year.</p>	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">• Occupancy Affidavit (available at cookcountyassessor.com)• Mailed bank statement• Mailed landline, cable, or internet bill• Mailed pay stub or Social Security Award letter• Voting record from 2019 (from Cook County Clerk's Office or Chicago Board of Elections)

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:

This verifies your property tax liability. 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 one of the following documents to verify you were liable for payment of property taxes for this property.	<ul style="list-style-type: none"> • Deed (if not recorded) or contract for a deed • Lease • Trust • Stock certificate • 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)