



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 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 please provide one photo ID from List B and one document from List C.		
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"> 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 <u>are</u> 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 <u>not</u> 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