



## Notice of Leasehold Estate

Submission of this notice is required when property listed as exempt by the Cook County Assessor's Office (CCAO) has a change in leasehold estate. In the event there are changes to lease terms for a lease already on file with the CCAO, the modified lease and / or addendum must be resubmitted with a copy of this notice. Please note that per Illinois law, notice must be provided to the CCAO within 90 days of the change. See 35 ILCS 200/15-20.

**Please enclose or attach a copy of the lease with your submission of this notice.**

1. Name of Exempt Organization \_\_\_\_\_

2. Property Index Number(s) \_\_\_\_\_

3. Taxpayer (Lessee) Name \_\_\_\_\_

4. Taxpayer (Lessee) Address (for mailing of Tax Bills)

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

5. Legal Description

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

6. List Dates of Current Lease Term: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

7. Leased Area Square Footage \_\_\_\_\_

8. Current Rental Rate \_\_\_\_\_ (per Month/Annum/Other?) \_\_\_\_\_

9. Lease Escalation Rate/Method \_\_\_\_\_