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REGISTERING IN THE ONLINE APPEAL SITE

On your browser of choice, type the online appeal URL as follows:

https://propertytaxfilings.cookcountyil.gov/

If you have never used the Cook County online appeal application before or have yet to register, please click on the New User? Create an account link in the home page to register.



Once you have clicked, you will be routed to the Account Registration page to register.





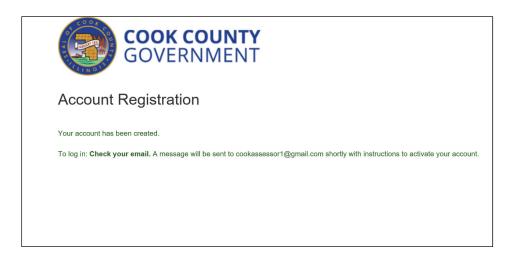
Please enter a valid email address and create an 8-character minimum, case sensitive password. Please note that registration and filing notifications will be sent to account registration email and not any other email addresses that CCAO may have on record.

Click Register.

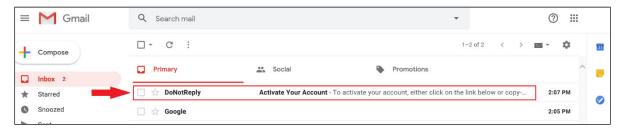


You will receive a message that your account has been created; please check the email address you used for registration for instructions on how to complete the registration process.

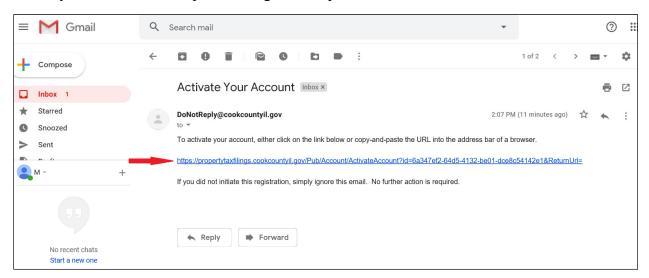




In your email inbox, open the **Active Your Account** email sent by **DoNotReply**@cookcountyil.gov. If you do not see this email in your inbox, please check your Spam folder.



Once the **Active Your Account** email has been opened, click on the link or copy and paste the URL into the address bar of your browser to complete the registration process.





You will be rerouted back to the online appeal application and you should see a message confirming that your account has been activated. You can now login and submit an online appeal filing!



NAVIGATING THE ONLINE APPEAL SITE

Once you have completed the registration process in the online appeal site, you will be able to log into the online appeal application at any time.

Enter the online appeal application URL into your browser of choice and hit enter.

https://propertytaxfilings.cookcountyil.gov/





In the home page, you will be able to click on the following tabs within the online appeal application:

Available Filings - Filer can view and select from the different filing types available for online submittal via the online appeal application.

Available Filings

To create a new filing, click on a filing type below.

CCAO Appeals - Real Estate Assessed Valuation Appeal (Commercial)

Cook County Assessor's Office Commercial Real Estate Assessed Valuation Appeal

CCAO Appeals - Real Estate Assessed Valuation Appeal (Condo/Coop)

Cook County Assessor's Office Condo/Coop Real Estate Assessed Valuation Appeal

CCAO Appeals - Real Estate Assessed Valuation Appeal (Incentive)

Cook County Assessor's Office Real Estate Assessed Valuation Incentive Appeal

CCAO Appeals - Real Estate Assessed Valuation Appeal (Residential)

Cook County Assessor's Office Residential Real Estate Assessed Valuation Appeal

CCAO Appeals - Real Estate Assessed Valuation Appeal (Vacant Land)

Cook County Assessor's Office Vacant Land Real Estate Assessed Valuation Appeal



Available Filings – Appeal Filing Tabs

All appeal filings will have the same tabs within the filing, the only exception being Residential Appeal Filing due to available property characteristics for that property type.

| A a4::4 W/: J | Filer can review information on the minerary subject DIM the referent | | |
|---------------------------------|--|--|--|
| Activity Window | Filer can review information on the primary subject PIN, the relevant | | |
| | Township's Open/Close dates, acknowledgement of reading and understanding the town's open/close schedule and the CCAO Official | | |
| | understanding the town's open/close schedule and the CCAO Official | | |
| | Rules for Appeal (link provided). | | |
| Verify Parcel | Filer can review the primary subject PIN and property location; filer will | | |
| | also receive an error message if they are in the wrong filing form type based | | |
| | on the PIN's classification code. | | |
| | | | |
| | If the Subject PIN has been issued a Real Property Income and Expense | | |
| | (RPIE) code, the code will also appear in this page. | | |
| Primary PIN | Filer can request a Certificate of Error (CoE) on the primary subject PIN. | | |
| | If any of the boxes are selected for the available CoE years, the filer will be | | |
| | required to submit a CoE form and documentation in support of their CoE | | |
| | request prior to clicking Submit at the end of the filing. | | |
| Additional PINs | Filer can add additional related PINs, as defined by the CCAO Appeal | | |
| | Rules, in the provided grid. Filer will also be able to request a CoE on the | | |
| | additional PINs. | | |
| Filer | | | |
| | as an authorized attorney or tax representative. | | |
| | | | |
| | If the filer is an attorney or tax representative, they must have an active | | |
| | code registered with either the Cook Board of Review or Assessor's Office. | | |
| | They will also be required to upload an executed Attorney Authorization | | |
| | Form at the time of appeal submittal. | | |
| Property Characteristics | Filer can update property characteristics that are either incorrect or need to | | |
| | be updated for their Residential property. | | |
| Appeal Application | Filer can indicate the reason for their appeal and provide a brief explanation | | |
| 1 special reprincation | as to the rational for their appeal. A field check can also be requested in | | |
| | this tab. | | |
| Attachments | Filer can upload and attach required and/or supporting documentation for | | |
| Attuchments | their appeal. The documents referenced can change depending on the | | |
| | | | |
| | appeal filing type, reason(s) selected for appeal and filer type. | | |
| | If there appears to be an omission or discrepancy between the Attachments | | |
| | | | |
| | referenced in the online appeal application or those referenced in the CCAO | | |
| Cultura!4 | Rules of Appeal, those referenced in the Rules will take precedence. | | |
| Submit | Filer can complete and submit their appeal filing. | | |



My Filings - Filer can view the list of filings that they have either started and/or submitted via the online appeal application; any of these filings will be available for review by the filer at any time. Filer can also view their filings as Tiles or List.

Tile





List



You will also be able to view the status of a specific created filing, including Filing Name, Filing ID (internal online appeal application filing number), date the filing was created and/or last modified, status of filing and key identifying components of that specific filing (most commonly Property Address, Property Index Number and/or Tax Year).



If the filing has not been completed, you will be able to go back and resume your filing by clicking on the appeal filing link.



Message Center - Filer can view system generated messages based off of a submitted filing; confirmation of a submitted online appeal filing can be viewed here at any time.

Please note that you will not be able to initiate messages to CCAO via the application.

You can view the received message per filing by selecting a row on the grid.







Account - Filer can view, edit or deactivate their account.



Sign Out - Filer can sign out of the application.



FILING AN ONLINE APPEAL

Log into the online appeal application at any time by entering the URL into your browser of choice and hit enter.

https://propertytaxfilings.cookcountyil.gov/

Select the applicable Appeal Filing form based on your property type.

Please note that the available appeal filing types are as follows:

- Real Estate Assessed Valuation Appeal Commercial
- Real Estate Assessed Valuation Appeal Condo/Coop (please note that this filing form must be used for both Commercial and Residential Condominiums)
- Real Estate Assessed Valuation Appeal Incentive
- Real Estate Assessed Valuation Appeal Omitted Assessment
- Real Estate Assessed Valuation Appeal Residential
- Real Estate Assessed Valuation Appeal Residential with Comparable Grid
- Real Estate Assessed Valuation Appeal Vacant Land
- CCAO Appeals 2021 Secondary Attachments

The remainder of this guide is a step-by-step guide to residential appeals.

If you are not filing an appeal based on a lack of uniformity, you can select the Residential appeal type.

If you are filing an appeal based on a lack of uniformity, select the Residential with Comparable Grid type.

To add multiple PINs to a file, see page 22.

For instructions on how to enter details on the Filer, see page 33.

For instructions on updating property characteristics, see page 40.

For instructions on using the Comparables Select tab, see page 44. Additional tips can be found on page 57.

For instructions on how to use Attachments, see page 50.



FILING A RESIDENTIAL APPEAL

Log into the online appeal application at any time by entering the URL into your browser of choice and hit enter.

https://propertytaxfilings.cookcountyil.gov/

Select the Real Estate Assessed Valuation Appeal – Residential with Comparable Grid filing from the available filings:

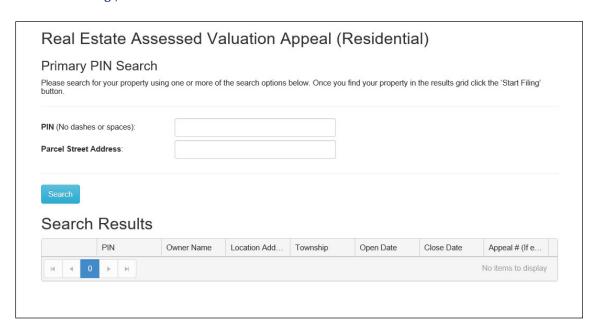
CCAO Appeals - 2021 Real Estate Assessed Valuation Appeal (Residential) with Comparable Grid
Cook County Assessor's Office 2021 Real Estate Assessed Valuation Appeal (Residential) with Uniformity/Comparables Grid

You will be presented with the Real Estate Assessed Valuation Appeal Residential screen, where you will click on **Begin Filing** to proceed.



You can either enter their property index number (PIN) to begin their appeal filing or the address if PIN is unknown; partial addresses can be entered. Once either PIN or address is enter, click **Search**.





Once Search is clicked, the application will produce search results based on your entry. If you enter a specific 14 digit PIN, the search results will only retrieve that PIN.

The Search Results grid displays the following information per PIN retrieved:

When this link is clicked, the filer will be able to

Start Filing begin the appeal filing on the selected PIN.

Property Index Number (PIN) of the Primary Subject

PIN PIN for appeal filing.

Owner Name Taxpayer of record on the PIN.

Location Address Property location (situs) of the PIN.

Township Township in which the subject PIN is located in.

Township opening date for appeals (first date appeals

Twp. Open Date can be filed on that township).

Township close date for appeals (last date appeals

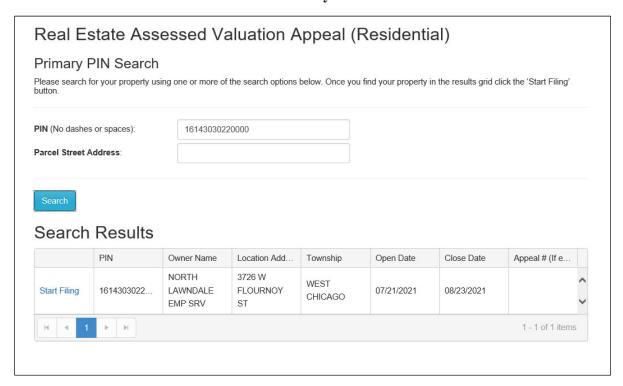
Twp. Close Date can be filed on that township).

Existing Appeal number if a filing has already been submitted on a PIN; if you believe this is an error,

Appeal # please contact us immediately.



Search by PIN

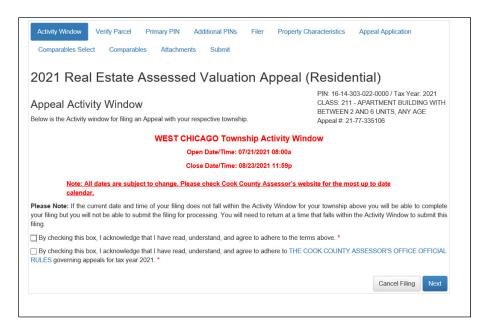


You can begin the appeal filing by clicking on **Start Filing**; Please note that you will only be able to begin an appeal if that Township has been open for appeals; if the town is not yet open, you will receive an error message once you select Start Filing.

You will begin the filing with the **Activity Window** tab.

Activity Window





You can review information on the primary subject PIN, the relevant Township's Open/Close dates, acknowledgement of reading and understanding the town's open/close schedule and the CCAO Official Rules for Appeal (link provided) in the Activity Window.

Click **Next** to proceed.

Please note that if at any point you decide to proceed without providing required data, you will receive a message indicating that the current or any preceding/subsequent tab(s) contains "invalid data" (this could be incorrect or missing data). [A.] You can either select "I'll fix this now" and return to make the corrections required in the page [B.] or you can select "I'll fix this later" and proceed to the next tab. The system will provide an error (red circle containing exclamation point) [C.] in the tab containing the error as a reminder; you will need to correct any system required data errors before being able to submit your filing.





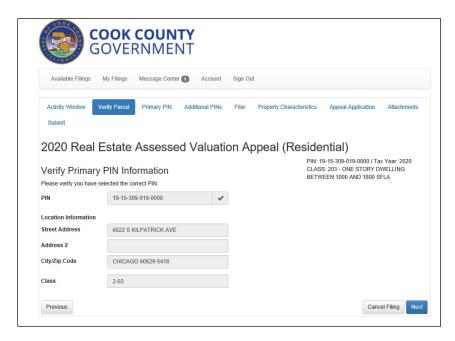
Verify Parcel

You can review the primary subject PIN and property location; filer will also receive an error message if they are in the wrong filing form type based on the PIN's classification code.

If the Subject PIN has been issued a Real Property Income and Expense (RPIE) code, the code will also appear in this page.

Click **Next** to proceed.

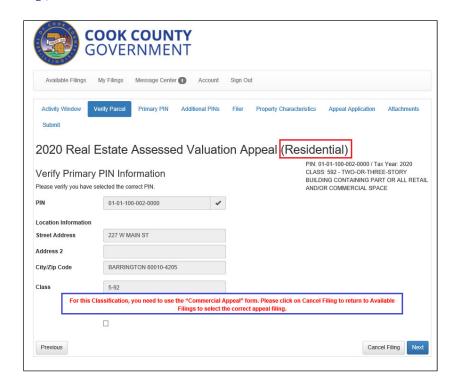




If you attempt to create a filing on the wrong filing form based on the classification code of the property, the system will provide an error message indicating the correct form to use to submit your appeal.

Please cancel the current filing and start your filing using the correct form in **Available Filings**. If you do not cancel the current form, although the system will allow you to proceed with adding information, you will not be able to submit the filing.





Primary PIN

You can request a Certificate of Error (CoE) on the primary subject PIN. A CoE is filed to receive a reduction on a previous year's assessment due to a factual error in the valuation of the property. For example, the office may be using the wrong square footage or number of bedrooms.





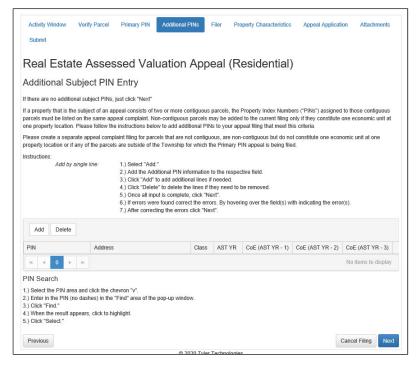
If any of the boxes are selected for the available CoE years, you will be required to submit a CoE form and documentation in support of your CoE request prior to clicking Submit at the end of the filing.

Click **Next** to proceed.





Additional PINs - Optional



You can add additional related PINs, as defined by the CCAO Appeal Rules, in the provided grid. Filer will also be able to request a CoE on the additional PINs. If you are not adding additional PINs to your filing, you can simply click **Next** to proceed.

Please note that this section is for additional related PINs and not for entering comparable properties; comparables can be selected in the Comparables Select section of the filing.

The grid below is a reference guide as to how to use the Additional PIN(s) grid; please note that all data must be inserted into the grid in a specific format, otherwise, you will receive errors on the entry or upload of data.

| Column Label | Description | Sample |
|------------------|---|-----------------|
| | Property Index Number of additional PIN(s) to be | |
| PIN | added to the filing. | 01011001010000 |
| | Property location of additional PIN(s) to be added to | |
| Address | the filing. | 123 Main Street |
| | Property classification of additional PIN(s) to be added | |
| Class | to the filing. | 203 |
| AST YR | Current assessment being appealed. | 2020 |
| | Assessment year for with a Certificate of Error (CoE) | |
| | is being applied for; it is the current assessment year – | |
| CoE (AST YR – 1) | minus one (1) year. | 2019 |
| | Assessment year for with a Certificate of Error (CoE) | |
| | is being applied for; it is the current assessment year – | |
| CoE (AST YR – 2) | minus two (2) years. | 2018 |



| Fritz | Kaegi. | Assessor |
|-------|--------|----------|
| LIILZ | Racgi, | MOSCOSUL |

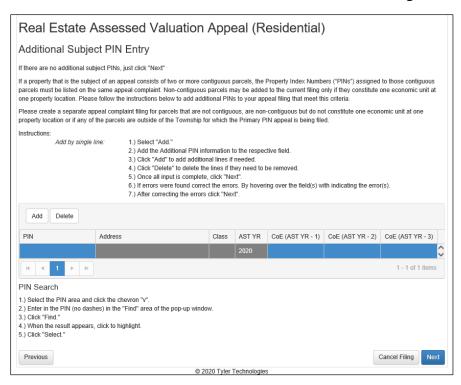
| | Assessment year for with a Certificate of Error (CoE) | |
|------------------|--|------------------|
| | is being applied for; it is the current assessment year – | |
| CoE (AST YR – 3) | minus three or four, in limited situations (3 or 4) years. | 2017 and/or 2016 |



Adding additional PINs to filing.

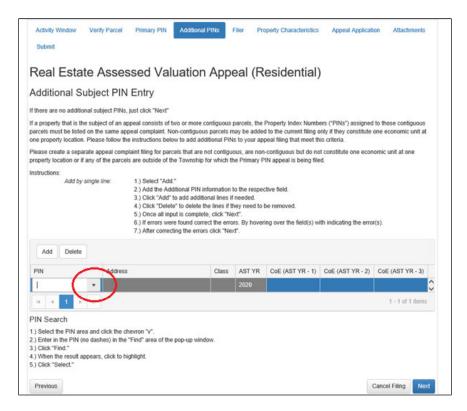
There are several ways you can add additional PINs to your current filing. If you want to manually enter your additional PINs into the grid, you can click on the **Add** button, which will create a row for you to enter the PIN(s). *This will be the method by which you will add additional PIN(s) to a Residential or Commercial Appeal Filing.*

At this point, you can either enter the PIN, without dashes, into the first row on the grid:



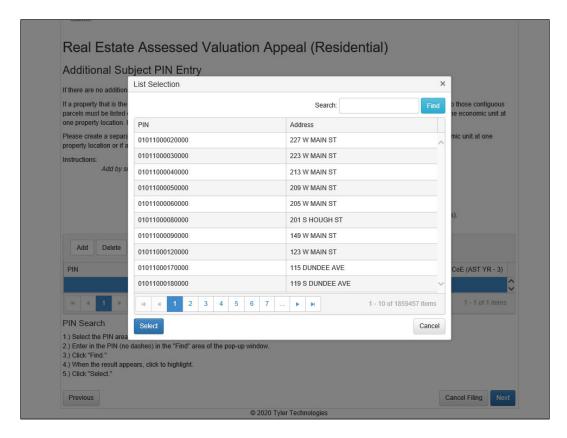
Or you can click on the drop down arrow (see red circle) to select the PIN(s) from the list.



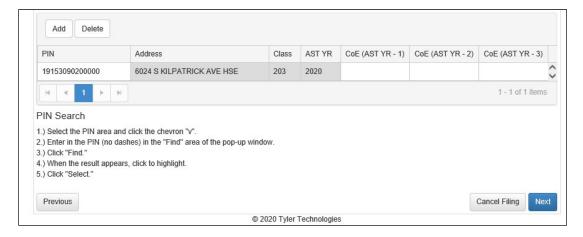


Please note that this list will return all available PINs, therefore, you will need to use the Search box to refine your search.





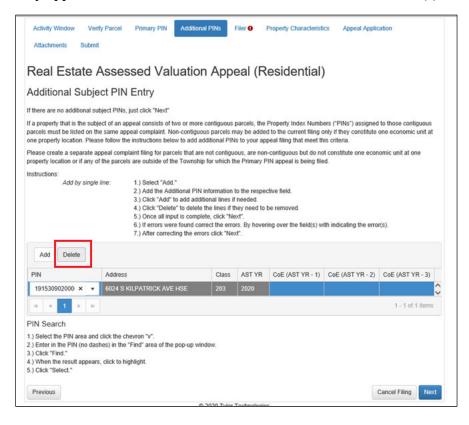
Once you find your additional PIN, click on the PIN row and click on Select; this populates the grid with the PIN, Address, Class and Assessment Year. You will be able to manually enter Yes or No if you want to apply for CoEs on the additional PIN(s). Click **Next** to proceed.





Delete

To delete a PIN from the grid, simply select the row of the PIN you'd like to remove and click on the Delete button. This functionality applies to whatever method is used to enter additional PIN(s) to the filing.

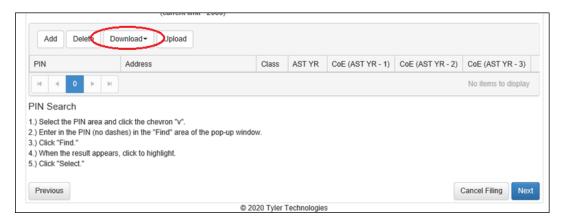


In all Appeal Filing forms, you will be able to use a downloadable spreadsheet to either manually enter additional PIN(s) into the document or you can copy and paste if from a separate document that you may have available.

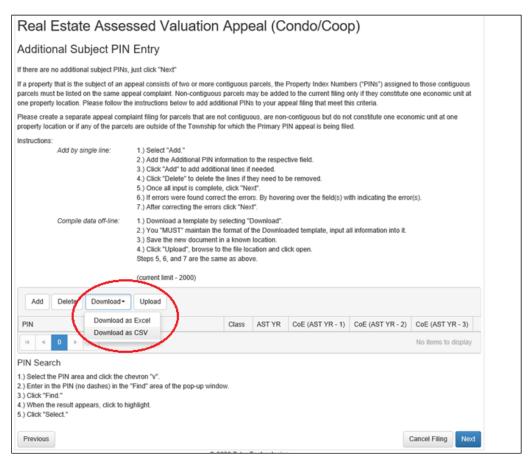
Please note that all data must be inserted into the grid in a specific format, otherwise, you will receive errors on the entry or upload of data.

To download the spreadsheet, click on the **Download** button.





You will be provided the option to download the form in either Excel or CSV format. Click on your preferred option.

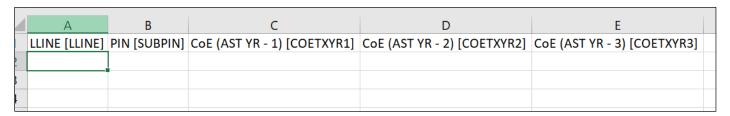




You will receive a message indicating whether you want to open or save the downloadable form; save the form in your local drive and open it.



When you open the form, there will be 5 columns that must be filled out completely and correctly in order to be able to successfully upload the form back into the application. Make sure to change the data format to <u>TEXT</u> prior to updating the spreadsheet.



Please use the table on the following page for an explanation of what each column means and the <u>required</u> <u>format</u> for each entry.



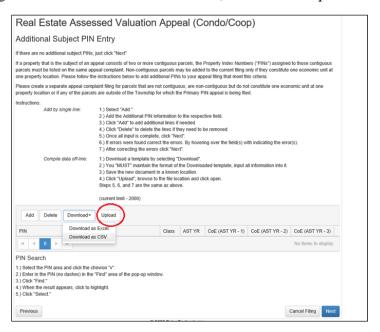
| Column Label | Description | Format for CSV/EXCEL |
|------------------|--------------------------------------|----------------------|
| | Number of additional PINs being | 2 |
| | added to the filing, in numerical | 3 |
| | order. The number should always | 4 |
| | start with two (2) and up to two | 5 |
| | thousand (2,000) PINs can be | 6 |
| LLINE | uploaded per spreadsheet | 7 |
| | Additional contiguous or related | 01011000010000 |
| | PINs, as defined by the CCAO | 01011000020000 |
| | Appeal Rules, which are being | 01011000030000 |
| | added to the current appeal filing. | 01011000040000 |
| | Additional PINs must be added in | 01011000050000 |
| | Text format and should not have | 01011000060000 |
| PIN | any hyphens or special characters. | 01011000070000 |
| | Assessment year for with a | Yes |
| | Certificate of Error (CoE) is being | Yes |
| | applied for; it is the current | Yes |
| | assessment year – minus one (1) | Yes |
| | year. Filer must enter Yes or Y if | Yes |
| | they are applying for CoE on that | Yes |
| | PIN; No or N should be entered if | |
| | no CoE is being applied for on the | |
| CoE (AST YR – 1) | additional PIN. | |
| | Assessment year for with a | No |
| | Certificate of Error (CoE) is being | No |
| | applied for; it is the current | No |
| | assessment year – minus two (2) | No |
| | years. Filer must enter Yes or Y if | No |
| | they are applying for CoE on that | No |
| | PIN; No or N should be entered if | |
| | no CoE is being applied for on the | |
| CoE (AST YR – 2) | additional PIN. | |
| | Assessment year for with a | No |
| | Certificate of Error (CoE) is being | No |
| | applied for; it is the current | No |
| | assessment year – minus three or | No |
| | four, in limited situations (3 or 4) | No |
| | years. Filer must enter Yes or Y if | No |
| | they are applying for CoE on that | |
| | PIN; No or N should be entered if | |
| | no CoE is being applied for on the | |
| CoE (AST YR – 3) | additional PIN. | |



Once the data has been entered or copied from an alternative source if available, it should look like the example below.

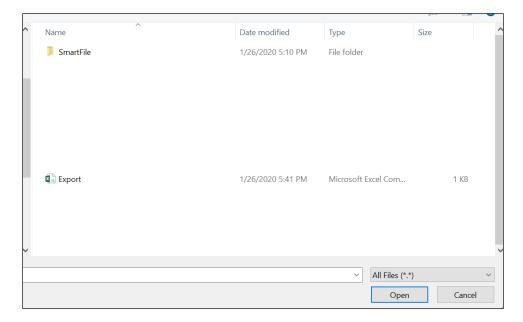
| 4 | А | В | С | D | E |
|---|---------------|----------------|-----------------------------|-----------------------------|-----------------------------|
| | LLINE [LLINE] | PIN [SUBPIN] | CoE (AST YR - 1) [COETXYR1] | CoE (AST YR - 2) [COETXYR2] | CoE (AST YR - 3) [COETXYR3] |
| | 2 | 01011000010000 | Yes | No | No |
| | 3 | 01011000020000 | Yes | No | No |
| | 4 | 01011000030000 | Yes | No | No |
| | 5 | 01011000040000 | Yes | No | No |
| i | 6 | 01011000050000 | Yes | No | No |
| • | 7 | 01011000060000 | Yes | No | No |
| | | | | | |

Resave on your drive and go back to the Additional PINs tab; click on the Upload button.

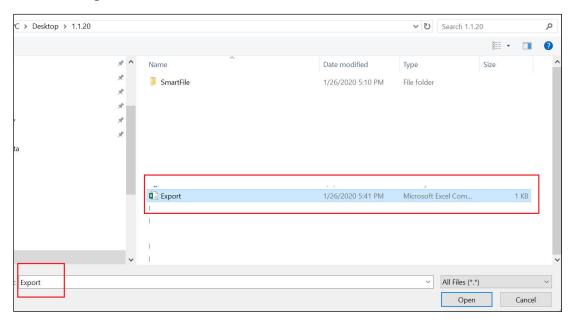


You will be prompted to find the just saved spreadsheet to upload into the application.





Select the file and click **Open**.

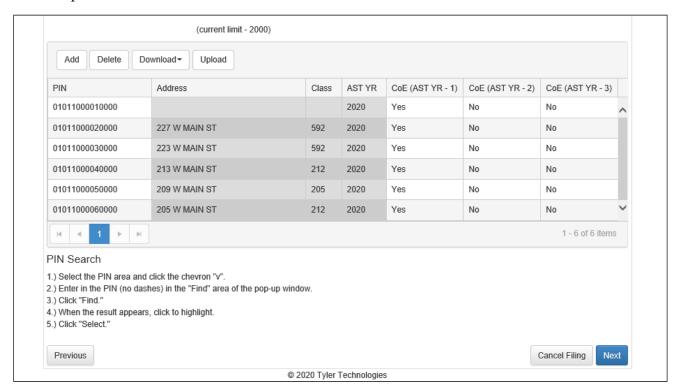


If the spreadsheet was filled correctly, you should have successfully uploaded the additional PIN(s) into the grid. You can upload up to 2,000 PINs by using the upload function.

If there are errors on the spreadsheet, you will not be able to upload the document and will be prompted to correct the data errors prior to re-upload.



Click **Next** to proceed.



Filer

As a filer, you will be able to file as either an Attorney/Tax Representative or a Taxpayer Owner; depending on your selection from the dropdown, you will be required to provide different information.

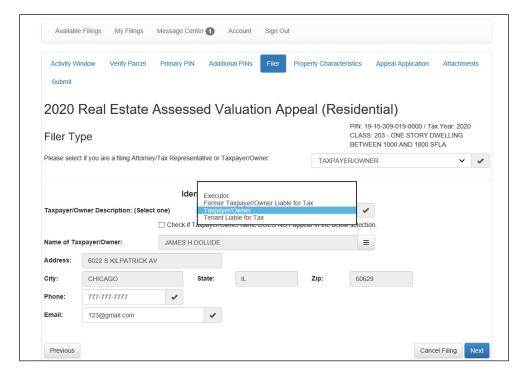




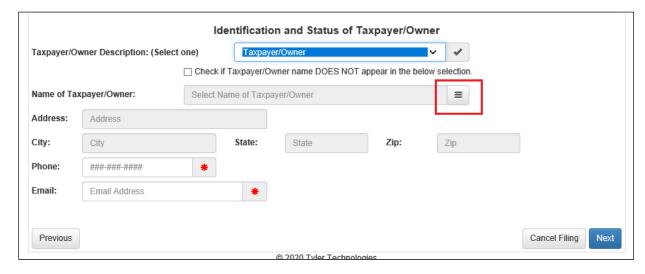
Pro Se Filer

If you are filing as a Taxpayer/Owner, you may select to appeal as an Executor of an estate (requires documentation), Former Taxpayer/Owner Liable for Tax (in the event of a CoE Filing only – not yet available), Taxpayer/Owner and Tenant Liable for Tax.



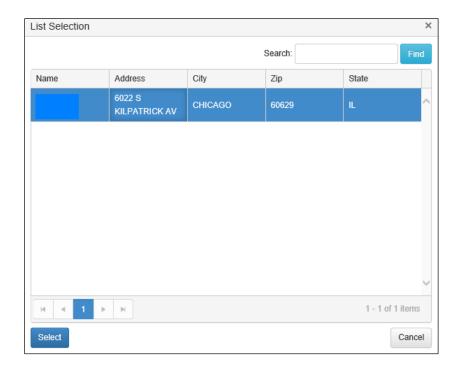


If you select Taxpayer/Owner, you can have your Taxpayer of Record information auto-populated from your information on record. Click on the "hamburger" icon.

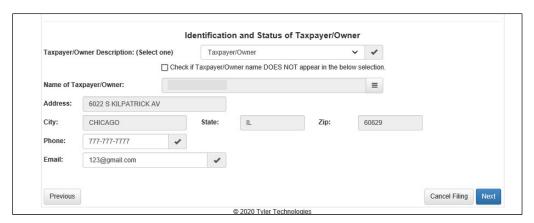


This will provide a list of the last known Taxpayer of Record or Assesse as seen in your Assessment Notice. Click on the row that references your name and click **Select**.





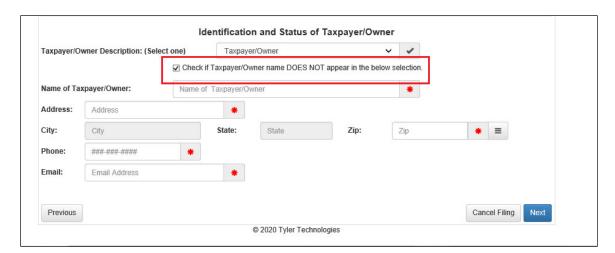
This will auto-populate the Taxpayer/Owner section of your filing.



If your name does not appear on the grid, you can update your information by checking the box, which will require you to populate the taxpayer information. Please note that this information will not update the Taxpayer of Record/Tax Bill Mailing information, which must be done through the Cook County Treasurer's Office.

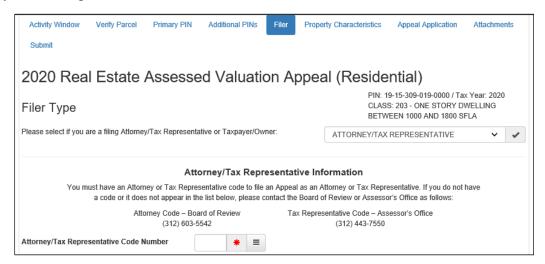
Click **Next** to proceed.





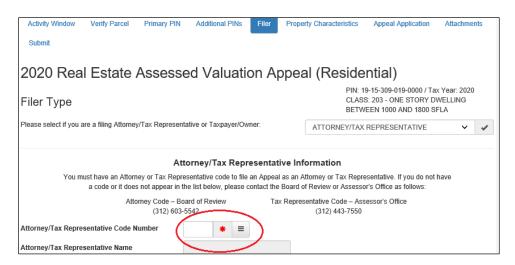
Attorney/Tax Representative Filer

If you select Attorney/Tax Representation, please note that you will be required to upload an executed Attorney Authorization form in the Attachments tab prior to clicking the Submit button at the end of the filing. This form must be submitted at the time of initial filing and cannot be filed with CCAO at a later time. Please note that you will also be required to have an active code with Board of Review or CCAO in order to file an appeal as either Attorney or Tax Representative.

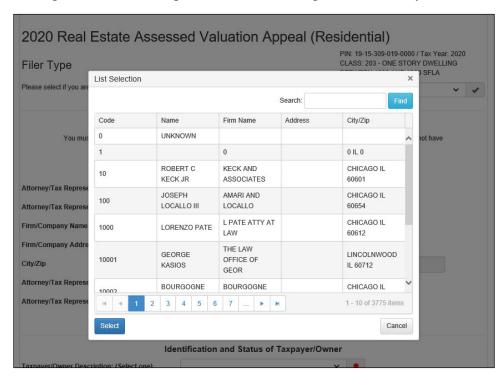


You can either enter your code directly into the Attorney/Tax Representative Code Number field or click on the "hamburger" icon to select your code from a list. Please note that knowingly misrepresenting yourself, filing false or fraudulent information with the Assessor's office with the intent to defeat or evade the law in relation to the assessment of property is a Class A misdemeanor under section 25-40 of the Property Tax Code, 35 ILCS 200/25-40.



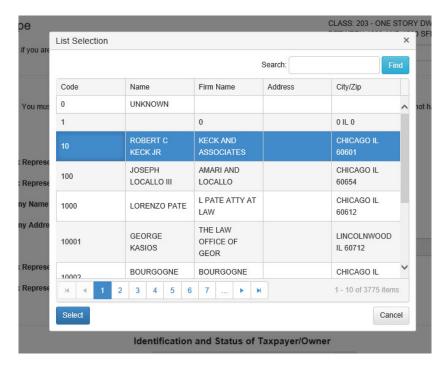


If you click the "hamburger" icon, this will provide a list of all registered Attorneys and/or Tax Representatives.

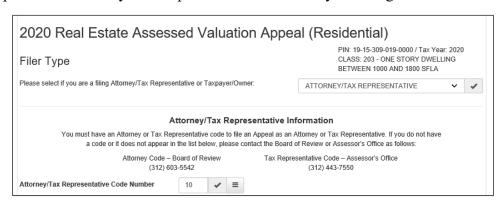


Click on your code to highlight the row and click on **Select**.





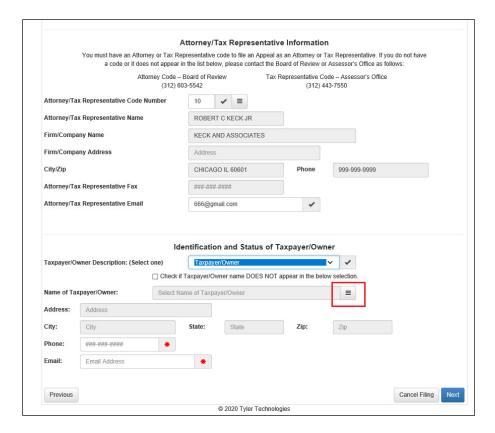
This will auto-populate the Attorney/Tax Representative section of your filing.



As an Attorney/Tax Representative, you will also be required to provide the information of the Taxpayer/Owner you are representing. Please see steps above in the **Pro Se Filer** section for more details.

Click Next to proceed.

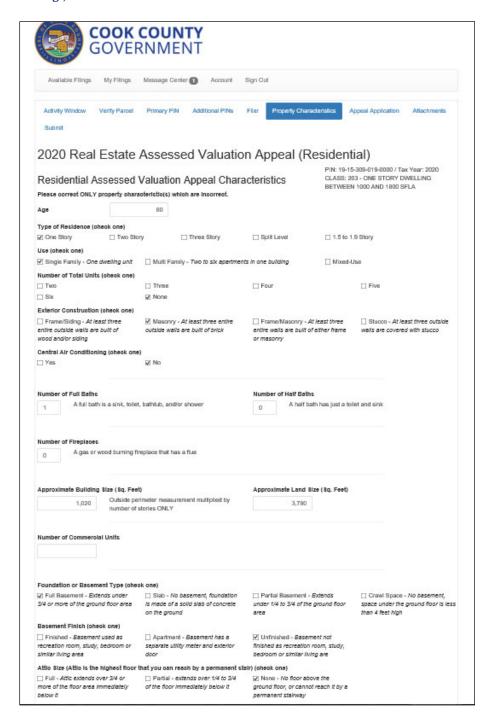




Property Characteristics – Residential Filing Only

You will be able to update any characteristics that are either incorrect or need to be updated for Residential Property Filings only. Once you have made any updates, click on **Next** to proceed.

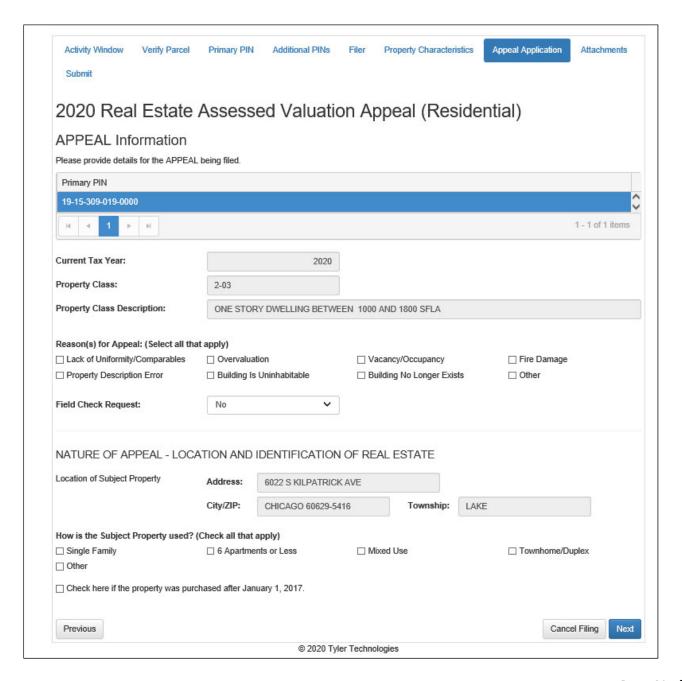






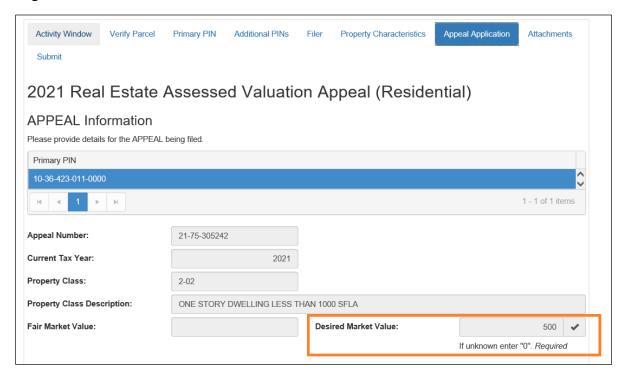
Appeal Application

You can indicate the reason(s) for your appeal and provide a brief explanation to add specificity to the reason(s) used. Please note that depending on the reason selected for your appeal, you may be required to provide additional documentation (see CCAO Rules for Appeal).

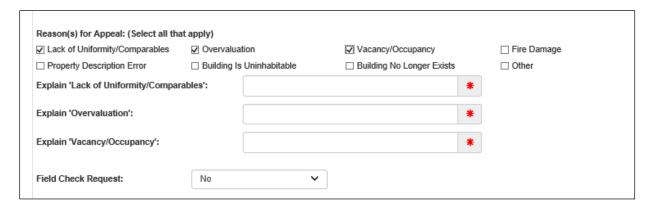




Please note that as of 2021 assessment year, you are also required to provide a **Desired Market Value** as part of your filing.



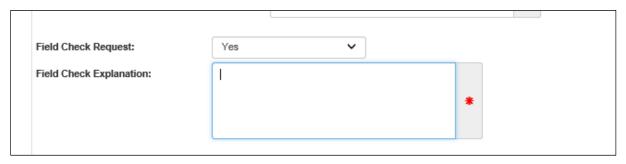
Selection of Reason(s) for Appeal with field for brief explanation.





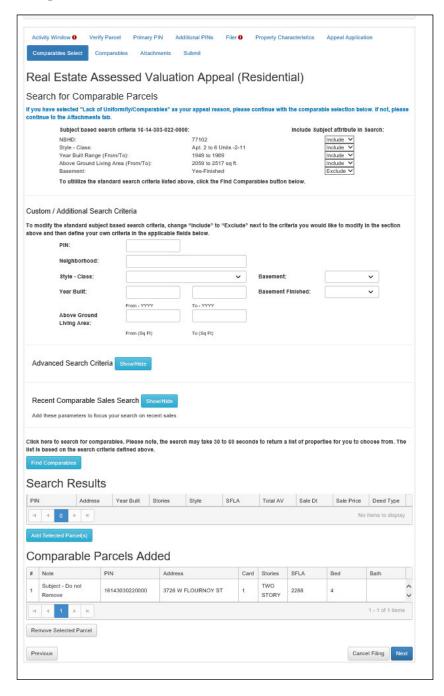
You can also request a field check as part of your appeal and will be required to provide a brief explanation for the request. Please note that not all requests for Field Check will be honored and sometimes unrequested field checks may be triggered based on the reason for appeal selected and/or supporting documentation.

Click on **Next** to proceed.





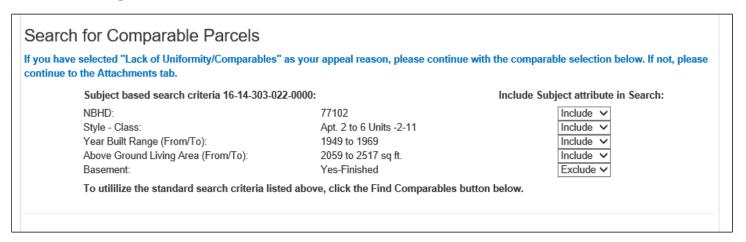
Comparables Select



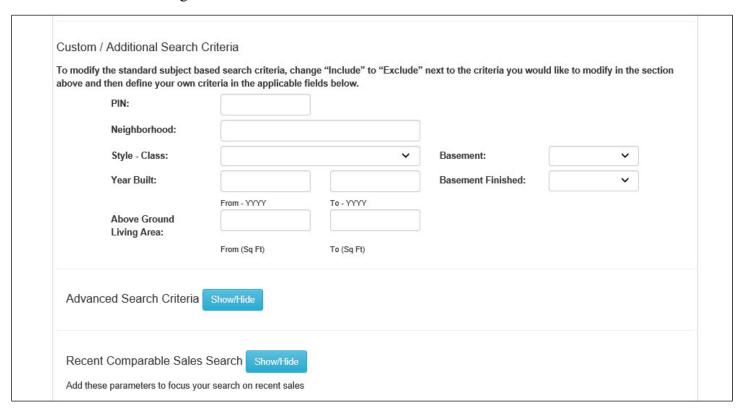
The filer is now able to select up to 5 comparables directly from the filing by using the **Comparable Select** tab; this tool will only supply comparables for the lead appeal parcel and should only be used if **Lack of Uniformity/Comparables** was selected as a reason for the residential appeal.



Search for Comparable Parcels



In the first section, you will be presented with property characteristics available for your property and you will have the option to select whether to include or exclude that characteristics from your comparable search by changing the drop down to Include or Exclude for each applicable attribute. You can also customize your search further by selected to include or exclude the criteria and refining it in the Custom / Additional Search Criteria section of the filing.

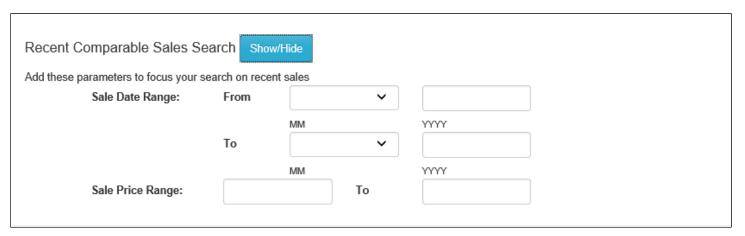




The criteria can be further refined by clicking on the Show/Hide button next to Advanced Search Criteria, which will allow you to add additional characteristics to your search.



Recent Comparable Sales can also be added to the comparable search.



Once you have completed selecting or updating the comparable attributes, click on Find Comparables.

Click here to search for comparables. Please note, the search may take 30 to 60 seconds to return a list of properties for you to choose from. The list is based on the search criteria defined above.

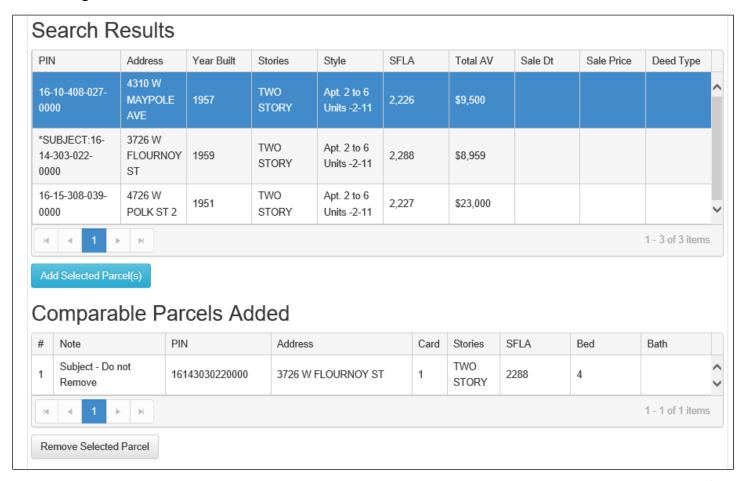
Find Comparables

Depending on the number of PINs that share the same attributes selected for comparable purposes, the search may either take 30-60 seconds to return a list of comparables. The comparables returned by the tool will be displayed in the Search Results grid; please note that the more refined or specific the list of attributes, the smaller the list of potential comparable parcels that be returned. Also note that the subject PIN will also be referenced in the results grid to compare against other PINs.



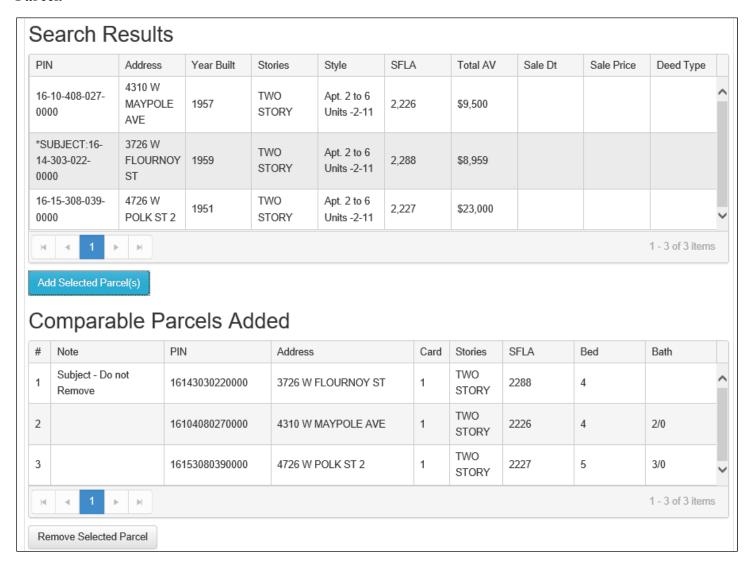
| <u>PIN</u> ↑ | Address | Year Built | Stories | Style | SFLA | Total AV | Sale Dt | Sale Price | Deed Type |
|-------------------------------------|--------------------------|------------|--------------|----------------------------|-------|----------|---------|------------|-----------|
| *SUBJECT:16- 14-303-022- 0000 | 3726 W FLOURNOY ST | 1959 | TWO STORY | Apt. 2 to 6 Units -2-11 | 2,288 | \$8,959 | | | |
| 16-10-408-027- 0000 | 4310 W MAYPOLE AVE | 1957 | TWO STORY | Apt. 2 to 6 Units -2-11 | 2,226 | \$9,500 | | | |
| 16-15-308-039- 0000 | 4726 W POLK ST 2 | 1951 | TWO STORY | Apt. 2 to 6 Units -2-11 | 2,227 | \$23,000 | | | |

You can add the PINs that you would like to submit as your comparables by clicking on the row with the parcel and clicking **Add Selected Parcels**.



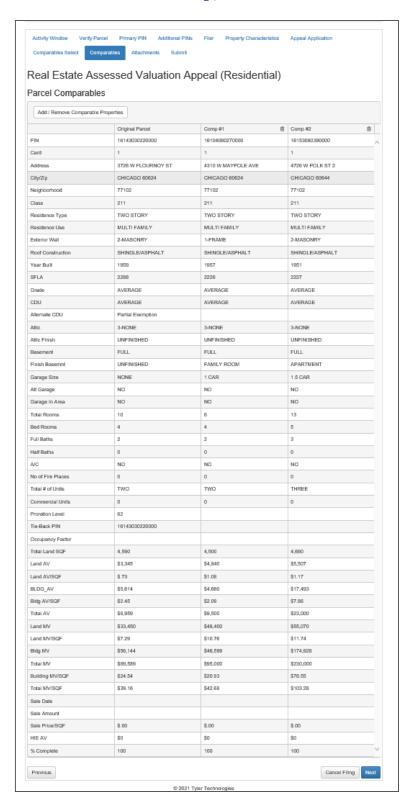


Please note that your subject PIN will also be referenced in the Comparable Parcels Added grid; you may also remove a previously added comparable parcel by selecting it on the grid and clicking on **Remove Selected Parcel.**



You may add up to 5 comparable PINs in total; click on **Next** when you are done selecting your comparable parcels.





Comparables

In the Comparables tab, you will be able to review all of the parcels you have selected in comparison to the initial subject PIN; additional information, such as square footage of living area, bedroom/bathroom counts and price per square footage will be available for review (if applicable). You may once again have the ability to add or remove comparables prior to proceeding with your filing. You can add or remove comparables (total of 5) by selecting the Add/Remove Comparable Properties button, which will take you back to the Comparable Select tab; you can also remove comparables by clicking on the

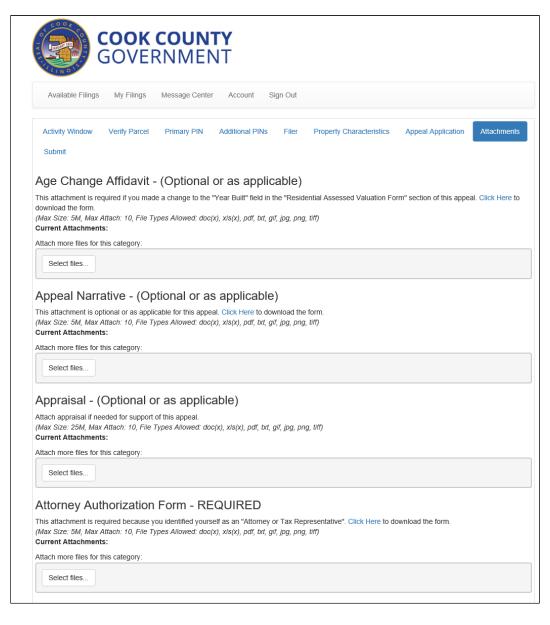
Remove icon next the comparable parcel.Click **Next** to proceed.



Attachments

You can upload and attach required and/or supporting documentation for your appeal and request for CoE. The documents referenced can change depending on the appeal filing type, reason(s) selected for appeal and filer type. Examples of documents or materials include an appraisal, photos, or a general explanation of the reasons for appeal (also known as an appeal narrative).

If there appears to be an omission or discrepancy between the Attachments referenced in the online appeal application or those referenced in the CCAO Rules of Appeal, those referenced in the Rules will take precedence.





Each Attachment type provides information regarding the maximum size of the attachment, maximum total of attachments per category and file types accepted.

Please note that if an individual attachment is larger than the maximum size available, please break up your document into no more than 10 individual parts and upload them separately. Make sure to include in the name of your document what part of the total that particular portion is (example: 1 of 5).

Once you have completed uploading your required and/or supporting documents, please click Next to proceed.

| Appraisal - (Optional or as applicable) |
|--|
| Attach appraisal if needed for support of this appeal. (Max Size: 25M, Max Attach: 10, File Types Allowed: doc(x), xls(x), pdf, txt, gif, jpg, png, tiff) |
| Current Attachments: |
| Attach more files for this category: |
| Select files |

Submit

Once you have completely filled out all of the required sections of your filing and attached all of the documents in support of your appeal and/or CoE filing, you will be able to submit your appeal filing.

• Please be advised that once you have clicked Submit, you will not be able to make changes or add additional documentation to the present filing. If your Township is not yet closed and you have time to acquire documentation in support of your filing, CCAO has now released the CCAO Appeals – 2021 Secondary Attachments, which will allow the filer to upload additional documentation to their original filing. Required documents (red asterisk) will still be required at the initial filing in order to submit.





Type your name as your Electronic Signature and provide a reachable phone number. You will still be able to Cancel and/or Print Draft of your filing for review prior to clicking Submit.



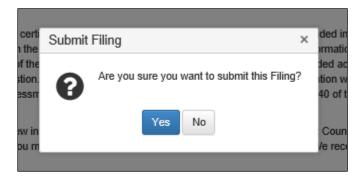


You will receive a message indicating whether you would like to submit your filing; at this point, once again, if you do not have all of your required documentation, your Township is still open and you think you will be able to acquire your documentation prior to Town Close date, it is recommended that you instead save your filing to return to complete at a later time or submit your filing will all pre-requisite documentation and upload any additional documentation in support of your appeal at a later time.

It will be your responsibility as the Filer to return to complete the filing if it is saved in the My Filings section; you will not receive any reminder from CCAO or from the online appeal application.

Click on Yes if you want to submit your filing.





Once you have clicked Yes, you will receive a confirmation message indicating that your filing was submitted.



You will also receive an email with the same information to the email address that you used for registration purposes. You will be able to access your filing directly by clicking on the link in the filing:





Or going to the My Filings section of your account:

