



**CLASS 7B**  
**ELIGIBILITY APPLICATION**

CONTROL NUMBER

Carefully review the Class 7b Eligibility Bulletin before completing this Application. For assistance, please contact the Assessor's Office, Development Incentives Department (312) 603-7529. This application, a filing fee of \$500.00, and supporting documentation must be filed as follows:

This application must be filed **PRIOR TO** the commencement of New Construction or the commencement of Substantial Rehabilitation Activities or **PRIOR TO** the Reoccupation of Vacant/Abandoned Property.

***Applicant Information***

Name: \_\_\_\_\_

Company: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

***Contact Person (if different than the Applicant)***

Name: \_\_\_\_\_

Company: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

***Property Description (per PIN)***

If you are applying for more than three different PINs, please submit the additional PIN information in an attachment.

Street address: (1) \_\_\_\_\_

Permanent Real Estate Index Number: \_\_\_\_\_

(2) \_\_\_\_\_

Permanent Real Estate Index Number: \_\_\_\_\_

(3) \_\_\_\_\_

Permanent Real Estate Index Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Township: \_\_\_\_\_

Existing Class: \_\_\_\_\_

**Identification of Persons Having an Interest in the Property**

Attach a complete list of all owners, developers, occupants and other interested parties (including all beneficial owners of a land trust) identified by names and addresses, and the nature and extent of their interest.

**Property Use**

**General Description of Proposed Property Usage** \_\_\_\_\_

Attach a detail description of the precise nature and extent of the intended use of the subject property, specifying in the case of the multiple uses the relative percentages of each use.

Attach legal description, site dimensions and square footage and building dimensions and square footage.

Include copies of materials, which explain the occupant’s business, including corporate letterhead, brochures, advertising material, leases, photographs, etc.

**Employment Opportunities**

How many construction jobs will be created as a result of this development? \_\_\_\_\_

How many permanent full-time and part-time employees do you now employ in Cook County?

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

How many new permanent full-time jobs will be created by this proposed development? \_\_\_\_\_

How many new permanent part-time jobs will be created by this proposed development? \_\_\_\_\_

**Nature of Development**

Indicate nature of the proposed development by checking the appropriate space:

- New Construction (Read and Complete Section A below)
- Substantial Rehabilitation (Read and complete Section A below)
- Occupation of Abandoned Property – No Special Circumstances (Read and complete Section B)
- Occupation of Abandoned Property – With Special Circumstances (Read and complete Section C)

**SECTION A (NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION)**

If the proposed development consists of *New Construction* or *Substantial Rehabilitation*, provide the following information:

Estimated date of construction commencement (excluding demolition if any): \_\_\_\_\_

Estimated date of construction completion: \_\_\_\_\_

Total redevelopment cost, excluding land: \$ \_\_\_\_\_

Attach copies of the following:

1. Specific description of the proposed *New Construction* or *Substantial Rehabilitation*
2. Current Plat of Survey for subject property
3. 1<sup>st</sup> floor plan or schematic drawings
4. Building permits, wrecking permits and occupancy permits (*including date of issuance*)
5. Complete description of the cost and extent of the *Substantial Rehabilitation* or *New Construction* (*including such items as contracts, itemized statements of all direct and indirect costs, contractor's affidavits, etc*)

**SECTION B (ABANDONED PROPERTY WITH NO SPECIAL CIRCUMSTANCE)**

If the proposed development consists of the reoccupation of abandoned property, purchased for value, complete (1) and (2) below:

1. Was the subject property vacant and unused for at least 12 continuous months prior to the purchase for value?

YES       NO

When and by whom was the subject property last occupied prior to the purchase for value?

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Attach copies of the following documents:

- (a) Sworn statements from person having personal knowledge attesting to the fact and the duration of vacancy and abandonment
- (b) Information (*such as statements of utility companies*) which demonstrate that the property was vacant and unused and indicate duration of such vacancy

2. Application must be made to the Assessor prior to occupation:

Estimated date of reoccupation: \_\_\_\_\_  
Date of Purchase: \_\_\_\_\_  
Name of purchaser: \_\_\_\_\_  
Name of seller: \_\_\_\_\_  
Relationship of purchaser to seller: \_\_\_\_\_

Attach copies of the following documents:

- (a) Sale Contract
- (b) Closing Statement
- (c) Recorded Deed
- (d) Assignment of Beneficial Interest
- (e) Real Estate Transfer Declaration

**SECTION C (SPECIAL CIRCUMSTANCES)**

If the applicant is seeking special circumstances to establish that the property was abandoned for purposes of the Incentive where there was a **purchase for value**, but the period of ***abandonment prior to purchase was less than 12 months***, complete section (1).

If the applicant is seeking special circumstances to establish that the property was abandoned for purposes of the Incentive where there was **no purchase for value**, but the period of ***abandonment prior to the application 12 continuous months or greater***, complete section (2).

**SECTION 1 - Property Purchase (less than 12 months vacant)**

How long was the period of abandonment prior to the purchase for value? \_\_\_\_\_

When and by whom was the subject property last occupied prior to the purchase for value?

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

Attach copies of the following documents:

- (a) Sworn statements from persons having personal knowledge attesting to the fact and the duration of the vacancy and abandonment
- (b) Information (*such as statements of utility companies*) which demonstrate that the property was vacant and unused and indicate duration of vacancy
- (c) Include the finding of special circumstances supporting “abandonment” as determined by the municipality, or the County Board, if located in an unincorporated area. *Also include the ordinance or resolution from the Board of Commissioners of Cook County stating its approval for less than 12-month abandonment period* (for additional information contact the Cook County Bureau of Economic Development – 312-603-1000).

Application must be made to the Assessor prior to the commencement of reoccupation of the abandoned property.

Estimated date of Reoccupation: \_\_\_\_\_  
 Date of purchase: \_\_\_\_\_  
 Name of purchaser: \_\_\_\_\_  
 Name of seller: \_\_\_\_\_  
 Relationship of purchaser to seller: \_\_\_\_\_

Attach copies of the following documents:

- (a) Sale Contract
- (b) Closing Statement
- (c) Recorded Deed
- (d) Assignment of Beneficial Interest
- (e) Real Estate Transfer Declaration

**SECTION 2 – No Purchase (more than 12 months vacant)**

How long has the subject property been unused?

- 12 or greater continuous months (*Eligible for Special Circumstance*)
- Less than 12 continuous months (*Not Eligible for Special Circumstance*)

When and by whom was the subject property last occupied prior to the filing of this application?

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Attach copies of the following documents:

- (a) Sworn statements from persons having personal knowledge attesting to the fact and the duration of the vacancy and abandonment
- (b) Information (*such as statements of utility companies*) which demonstrate that the property was vacant and unused and indicate duration of vacancy
- (c) Include the finding of special circumstances supporting “abandonment” as determined by the municipality, or the County Board, if located in an unincorporated area. Also, include the ordinance or resolution from the Board of Commissioners of Cook County stating its approval for lack of a purchase for value (for additional information contact the Cook County Bureau of Economic Development – 312-603-1000).

Application must be made to Assessor prior to the commencement of reoccupation of the abandoned property.

Estimated date of reoccupation: \_\_\_\_\_

## **Local Approval**

A certified copy of a resolution or ordinance from the municipality in which the real estate is located (or the County Board, if the real estate is located in an unincorporated area) should accompany this Application. The ordinance or resolution must expressly state that the municipality supports and consents to this Class 7b Application and that it finds Class 7b necessary for development to occur on the subject property. This resolution must expressly state that the five eligibility factors, which must be present to demonstrate that the area is “in need of commercial development”, are satisfied.

In addition, a copy of the application must be submitted to the Cook County Bureau of Economic Development (BED) for their approval (for additional information contact BED at 312-603-1000.

## **Finalizing The Incentive Process**

In order to finalize the class change you will need to file an **Incentive Appeal** with supporting documentation (including **Proof of Occupancy**) in the year that the property has been substantially occupied. It is advised that you access our website ([www.cookcountyassessor.com](http://www.cookcountyassessor.com)) to determine the allowable filing dates for such action.

**When filing an appeal requesting an Incentive Class Change a \$100.00 filing fee (made out to the Cook County Assessor) must be included. The property cannot receive Class 7B designation until you file an Incentive Appeal, AND this office grants reclassification for the parcel(s).**

**I, the undersigned, certify that I have read this Application and that the statements set forth in this Application and in the attachments hereto are true and correct, except as those matters stated to be on information and belief and as to such matters the undersigned certifies that he/she believes the same to be true.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

*\*Note: If title to the property is held in trust or by a corporation or a partnership, this Class 7b Eligibility Application must be signed by the beneficiary, officer and/or general partner.*

Revised 4/1/2022