

## REGISTERING IN THE ONLINE FILING SITE

You will need to create an account first before proceeding with your filing or if you already have an account on file, you can proceed with entering your credentials below to log in first before being prompted to enter the Agencies number & password to start your Annual Exempt Affidavit or Change Filing.

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

<https://propertytaxfilings.cookcountyil.gov/>

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



The image shows the login page for the Cook County Government. At the top left is the Cook County Seal, and to its right is the text "COOK COUNTY GOVERNMENT". Below this is the heading "Login". There are two input fields: "Email" and "Password". Below the "Password" field is a "Login" button. At the bottom left, there are two links: "Forgot password?" and "New user? Create an account". The "New user? Create an account" link is highlighted with a red rectangular border.

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



The image shows the account registration page for the Cook County Government. At the top left is the Cook County Seal, and to its right is the text "COOK COUNTY GOVERNMENT". Below this is the heading "Account Registration". Underneath the heading is the instruction: "To register for a new account, complete the information below and click the Register button." There are two input fields: "Email" and "Password". Each field has a red asterisk icon on the right side, indicating a required field. Below the "Password" field is the text "8-character minimum; case-sensitive". At the bottom left, there is a "Register" button.

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**.



**COOK COUNTY  
GOVERNMENT**

### Account Registration

To register for a new account, complete the information below and click the Register button.

**Email**

**Password**

8-character minimum; case-sensitive

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.



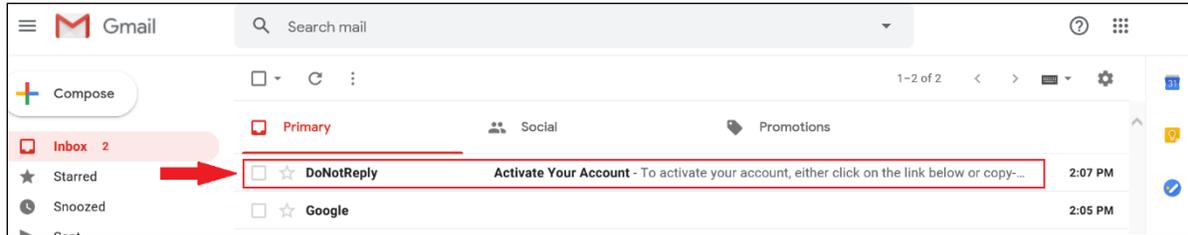
**COOK COUNTY  
GOVERNMENT**

### Account Registration

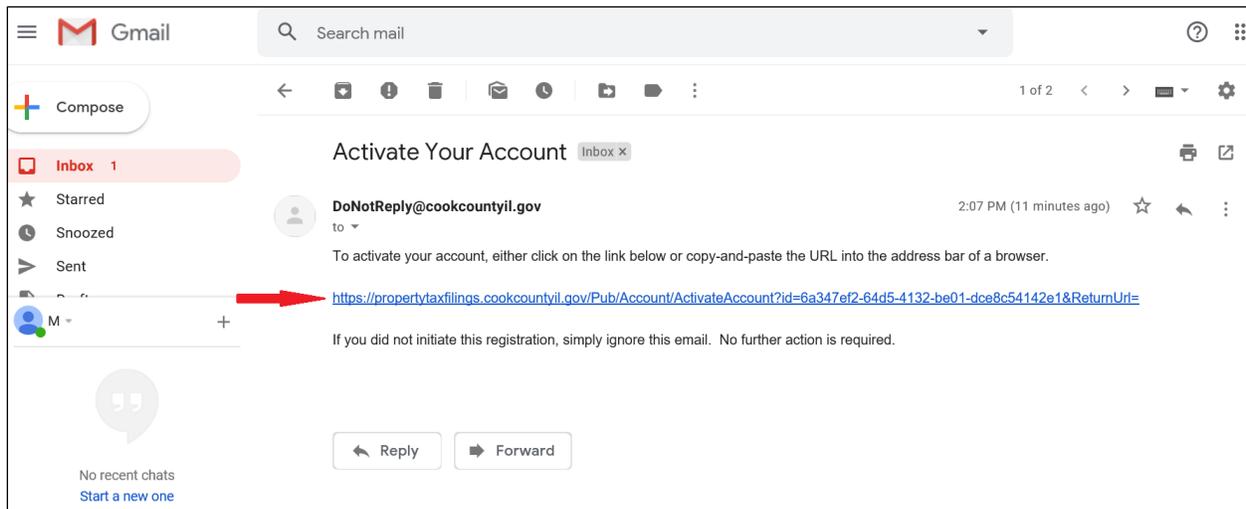
Your account has been created.

To log in: **Check your email.** A message will be sent to cookassessor1@gmail.com shortly with instructions to activate your account.

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 application and you should see a message confirming that your account has been activated. You can now login and submit your online filing!



## NAVIGATING THE ONLINE FILING SITE

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

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

<https://propertytaxfilings.cookcountyil.gov/>



The screenshot shows the login interface for the Cook County Government. At the top left is the official seal of Cook County, Illinois, featuring a building and the text 'SEAL OF COOK COUNTY ILLINOIS' and 'JANUARY 1831'. To the right of the seal, the text 'COOK COUNTY GOVERNMENT' is displayed in a large, blue, sans-serif font. Below this, the word 'Login' is centered in a large, black, sans-serif font. Underneath, there are two input fields: 'Email' and 'Password'. The 'Email' field contains the text 'cookassessor1@gmail.com' and has a small 'x' icon on the right side. The 'Password' field is filled with ten black dots. Below the password field is a grey 'Login' button. At the bottom of the form, there are two links: 'Forgot password?' and 'New user? Create an account', both in a smaller, blue, sans-serif font.

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

[Available Filings](#) - Filer can view and select from the different filing types available for online submittal via the online application.

## Available Filings

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

### [Annual Exempt Affidavit or Change Filing \(2023\)](#)

This filing is only for exempt properties pursuant to 35 ILCS 200/15-10. This filing can also be used to report any changes throughout the 2022 assessment year.

### [Assessment Appeal for Vacant Land Properties \(2022\)](#)

All vacant and unimproved real estate (class 1).

### [CCAO Appeals - 2021 Real Estate Assessed Valuation Appeal \(Commercial\)](#)

Cook County Assessor's Office 2021 Commercial Real Estate Assessed Valuation Appeal

### [CCAO Appeals - 2021 Real Estate Assessed Valuation Appeal \(Condo/Coop\)](#)

Cook County Assessor's Office 2021 Condo/Coop Real Estate Assessed Valuation Appeal

### [CCAO Appeals - 2021 Real Estate Assessed Valuation Appeal \(Incentive\)](#)

Cook County Assessor's Office 2021 Real Estate Assessed Valuation Incentive Appeal

### [CCAO Appeals - 2021 Real Estate Assessed Valuation Appeal \(Omitted Assessment\)](#)

Cook County Assessor's Office Real Estate Assessed Valuation Omitted Assessment Appeal

### [CCAO Appeals - 2021 Real Estate Assessed Valuation Appeal \(Residential\)](#)

Cook County Assessor's Office 2021 Residential Real Estate Assessed Valuation Appeal

### [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

**My Filings** - Filer can view the list of filings that they have either started and/or submitted via the online; 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



**COOK COUNTY GOVERNMENT**

Available Filings My Filings Message Center 2 Account Sign Out

**My Filings** [Tile] [List]

To view a filing, click on it below.

- CCAO Appeals - Real Estate Assessed Valuation Appeal (Condo/Coop)**  
Filing Id 3850  
Created 01/21/2020 6:50 PM  
Modified 01/24/2020 2:11 PM  
Status Draft Filing Created, But Not Yet Submitted.  
Primary Keys Property Address: [redacted] Tax Year: 2020
- CCAO Appeals - Real Estate Assessed Valuation Appeal (Residential)**  
Filing Id 3849  
Created 01/21/2020 6:47 PM  
Modified 01/21/2020 6:48 PM  
Status Draft Filing Created, But Not Yet Submitted.  
Primary Keys Property Address: [redacted] Tax Year: 2020
- CCAO Appeals - Real Estate Assessed Valuation Appeal (Commercial)**  
Filing Id 3848  
Created 01/21/2020 6:44 PM  
Modified 01/21/2020 6:45 PM  
Status Draft Filing Created, But Not Yet Submitted.  
Primary Keys Property Address: [redacted] Tax Year: 2020
- CCAO Appeals - Real Estate Assessed Valuation Appeal (Condo/Coop)**  
Filing Id 3847  
Created 01/21/2020 6:41 PM  
Modified 01/21/2020 6:42 PM  
Status Draft Filing Created, But Not Yet Submitted.  
Primary Keys Property Address: [redacted] Tax Year: 2020

### List



**COOK COUNTY GOVERNMENT**

Available Filings My Filings Message Center 2 Account Sign Out

**My Filings** [Tile] [List]

To view a filing, click on it below.

Filing Type	Filin...	Created	Modified	Status	Primary Keys
CCAO Appeals - Real Estate Assessed Valuation Appeal (Condo/Coop)	3850	1/21/2020 6:50 PM	1/24/2020 2:11 PM	Draft Filing Created, But Not Yet Submitted.	Property Address: [redacted] ST_PIN: [redacted], Tax Year: 2020
CCAO Appeals - Real Estate Assessed Valuation Appeal (Residential)	3849	1/21/2020 6:47 PM	1/21/2020 6:48 PM	Draft Filing Created, But Not Yet Submitted.	Property Address: [redacted] AVE_503_PIN: [redacted], Tax Year: 2020
CCAO Appeals - Real Estate Assessed Valuation Appeal (Commercial)	3848	1/21/2020 6:44 PM	1/21/2020 6:45 PM	Draft Filing Created, But Not Yet Submitted.	Property Address: [redacted] AVE_503_PIN: [redacted], Tax Year: 2020
CCAO Appeals - Real Estate Assessed Valuation Appeal (Condo/Coop)	3847	1/21/2020 6:41 PM	1/21/2020 6:42 PM	Draft Filing Created, But Not Yet Submitted.	Property Address: [redacted] AVE_503_PIN: [redacted], Tax Year: 2020
CCAO Appeals - Real Estate Assessed Valuation Appeal (Incentive)	3846	1/21/2020 6:32 PM	1/21/2020 6:35 PM	Submitted and Pending Review	Property Address: [redacted] AVE_PIN: [redacted], Tax Year: 2020
CCAO Appeals - Real Estate Assessed Valuation Appeal (Residential)	3845	1/21/2020 6:08 PM	1/21/2020 6:09 PM	Draft Filing Created, But Not Yet Submitted.	Property Address: [redacted] ST_PIN: [redacted], Tax Year: 2020

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

## My Filings

☰ Tile
☰ List

To view a filing, click on it below.

[Apply For Exemptions \(2021\)](#)

**Filing Id** 23493

**Created** 03/10/2023 3:02 PM

**Modified** 03/13/2023 8:15 PM

**Status** Submitted and Assigned for Review

**Primary Keys** PIN: 03094010100000

[Annual Exempt Affidavit or Change Filing \(2023\)](#)

**Filing Id** 23486

**Created** 03/09/2023 4:46 PM

**Modified** 03/09/2023 4:47 PM

**Status** Draft Filing Created, But Not Yet Submitted.

**Primary Keys** Agency Name: ARLINGTON HTS PK DIST Agency Code:

[Apply For Exemptions \(2021\)](#)

**Filing Id** 23479

**Created** 03/08/2023 7:50 PM

**Modified** 03/13/2023 10:41 AM

**Status** Draft Filing Created, But Not Yet Submitted.

**Primary Keys** PIN: 03091070080000

[Commercial Assessment Appeal \(2023\)](#)

**Filing Id** 23478

**Created** 03/08/2023 7:42 PM

**Modified** 03/08/2023 7:42 PM

**Status** Draft Filing Created, But Not Yet Submitted.

**Primary Keys** Property Address: 2924 JACKSON DR PIN: 03094010100000 Tax Year: 2021

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

**Message Center** - Filer can view system generated messages based off of a submitted filing; confirmation of a submitted online 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.



**COOK COUNTY  
GOVERNMENT**

Available Filings My Filings Message Center **1** Account Sign Out

### Message Center

[Inbox](#) [Sent Messages](#)

[Reply](#) [Refresh](#)

From	Subject	Received
System	Incentive Appeal Filing - SUBMITTED Filing ID#3846	01/21/2020 6:34 PM
System	Incentive Appeal Filing - SUBMITTED Filing ID#3839	01/21/2020 5:44 PM
System	Residential Appeal Filing - SUBMITTED Filing ID#3268	01/06/2020 9:00 PM
System	Residential Appeal Filing - SUBMITTED Filing ID#3267	01/06/2020 8:15 PM

1 - 4 of 4 Items

Select Message



**COOK COUNTY  
GOVERNMENT**

Available Filings My Filings Message Center **1** Account Sign Out

### Message Center

[Inbox](#) [Sent Messages](#)

[Reply](#) [Refresh](#)

From	Subject	Received
System	Incentive Appeal Filing - SUBMITTED Filing ID#3846	01/21/2020 6:34 PM
System	Incentive Appeal Filing - SUBMITTED Filing ID#3839	01/21/2020 5:44 PM
System	Residential Appeal Filing - SUBMITTED Filing ID#3268	01/06/2020 9:00 PM
System	Residential Appeal Filing - SUBMITTED Filing ID#3267	01/06/2020 8:15 PM

1 - 4 of 4 Items

Your Incentive Appeal filing , ID# 3846, has been Submitted.  
If you have any questions please contact the Cook County Assessors Office.  
To review your filing click the link below or copy and paste the link into your browser.

Thank you,  
Cook County Assessors Office

[Account](#) - Filer can view, edit or deactivate their account.



The screenshot shows the 'Account' page of the Cook County Government website. At the top left is the Cook County Seal, and to its right is the text 'COOK COUNTY GOVERNMENT'. Below this is a navigation bar with links for 'Available Filings', 'My Filings', 'Message Center', 'Account', and 'Sign Out'. The main content area is titled 'Account' and contains three rows of account management options:

Account Management	Options
Email	cookassessor1@gmail.com <a href="#">Change Email</a>
Password	<a href="#">Change Password</a>
Account Management	<a href="#">Deactivate your account</a>

[Sign Out](#) - Filer can sign out of the application.

## FILING AN ANNUAL EXEMPT AFFIDAVIT OR CHANGE FILING

This filing will allow you to select properties within your exempt agency portfolio to report if changes have occurred in the preceding assessment year. Since this filing will allow you to file multiple times or subsets of PINs, it is recommended that if you are reporting properties with changes for the current assessment year that are impacted by the same supporting documents (for example, a deed that includes several properties or leaseholds being terminated on the same leasehold termination document), that these be filed together in a single submission and/or separately from other properties.

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

<https://propertytaxfilings.cookcountyil.gov/>

Select the **Annual Exempt Affidavit or Change Filing** from the available filings:

[Annual Exempt Affidavit or Change Filing \(2023\)](#)

This filing is only for exempt properties pursuant to 35 ILCS 200/15-10. This filing can also be used to report any changes throughout the 2022 assessment year.

You will be presented with the Exempt Properties Annual Affidavit screen, where you will click on **Begin Filing** to proceed.

### Cook County Assessor's Office

#### Exempt Properties Annual Affidavit

This filing is for use by the Agencies to file your 2023 Annual Affidavit for properties owned for the 2022 assessment year.

**Note:** You are required by law to update changes to property owned by your agency. This Electronic Annual Affidavit System will allow you to update information for your properties by PIN(s), Request Deletion of Leaseholds and upload documents.

Press "**Begin Filing**" to start filing and follow the instructions on the following page.

[Begin Filing](#)

You will then be prompted to enter Agency Code and Agency Password as issued by the Cook County Assessor's Office via mail or e-mail.

If you did not receive your current filing year reminder letter, please contact the Exempt Department via department email at [Assessor.Exempt@cookcountyil.gov](mailto:Assessor.Exempt@cookcountyil.gov)

Enter your agency name and password in the search options and click **Search**.

### 2023 Exempt Properties Annual Affidavit filing

#### Agency Search

Please search for your Agency with using your Agency Code in the search options below. Once you find your Agency, select it in the search results grid, then click the **Start Filing** button.

Agency Code

Agency Password

#### Search Result

	Agency No.	Agency Name	Agency Address	CITY NAME
No items to display				

This will return your reporting agency; click **Start Filing**.

### 2023 Exempt Properties Annual Affidavit filing

#### Agency Search

Please search for your Agency with using your Agency Code in the search options below. Once you find your Agency, select it in the search results grid, then click the **Start Filing** button.

Agency Code

Agency Password

#### Search Result

	Agency No.	Agency Name	Agency Address	CITY NAME
<a href="#">Start Filing</a>	344	ARLINGTON HTS PK DIST	410 N ARLINGTON HTS RD	ARLINGTN HT

1 - 1 of 1 items

### Agency Verify/Update

In the next screen, you will be asked to verify the Agency Information and will be allowed to update Agency or Attorney Representative contact information by clicking on the available checkbox.

## 2023 Exempt Property Annual Affidavit Filing

Please verify the Agency information

Agency Code	344
Agency Name	ARLINGTON HTS PK DIST
Address	410 N ARLINGTON HTS RD
City	ARLINGTON HT
Zip Code	600046038

### Agency Contact Information

Contact	
Phone	
Email	

### Attorney/Representative Contact Information

Contact	
Phone	
Email	

Please check here if you would like to update any of the above contact information.

Reason for Exemption

**Please note that it is very important that we have your most recent or accurate contact information on hand, so please review and update as needed. If we do not have an email address for you on file, please make sure to update this record to allow for quicker communications regarding your filings.**

Once you have completed your review/edits, click **Next** to proceed with the filing.

Please verify the Agency information

<b>Agency Code</b>	344
<b>Agency Name</b>	ARLINGTON HTS PK DIST
<b>Address</b>	410 N ARLINGTON HTS RD
<b>City</b>	ARLINGTON HEIGHTS
<b>Zip Code</b>	600046038

**Agency Contact Information**

<b>Contact</b>	John Smith
<b>Phone</b>	999-999-9999
<b>Email</b>	TEST@TEST.COM

**Attorney/Representative Contact Information**

<b>Contact</b>	Jane Smith
<b>Phone</b>	333-333-3333
<b>Email</b>	TEST132@TEST2.COM

Please check here if you would like to update any of the above contact information.

## Property Select – Updates Effective 2024 Filing Year

In the **Property Select** section, you will be able to view and select all of the parcels that are under your purview by either entering a range of PINs or by simply clicking the Find Exempt Property(ies). Depending on where we are in the assessment calendar, not all PINs may be available for filing if they are changing to an exempt status as a result of filing with the Board of Review or because we have not received the Illinois Department of Revenue exempt status letter. If you do not see a PIN that you know is part of your portfolio, please contact the Exempt Department via department e-mail at [Assessor.Exempt@cookcountyil.gov](mailto:Assessor.Exempt@cookcountyil.gov)

**Please note that for 2024 and forward, you will no longer be required to attest on PINs that have no changes for the filing year.** Make sure to select only the parcels for which you are reporting changes from the selection grid.

**If no changes:** If you are reporting no changes to your exempt parcels, please click on **Next** at the bottom of the PIN select page; **the next page will be blank and will allow you to continue by selecting Next on subsequent pages until you get to Submit section. This will allow you to attest that there are no changes to report on your Exempt parcel list.**

Agency Verify/Update
Property Select
Update Property Information
Attachments
Submit

### 2024 Exempt Property Annual Affidavit Filing

Search for Property(ies) to update property information

Agency Name: ARLINGTON HTS PK DIST  
Agency Code: 344

\*ONLY select the Pin(s) with a CHANGE in use and/or ownership under "Find Exempt Property(ies)" then click "Add Selected Property (ies)" and click "Next".

\*\*If there is NO CHANGE in use and/or ownership for ANY Pin(s), only need to click "Find Exempt Property (ies)" and click "Next".

If ownership of a property has changed, the use of the property has changed, the property has been leased or is used by another or the mailing address for the property has changed find the property(ies) below and add it to update the information.

You may search for a PIN range using the below range search option or you may select 'Find Exempt Property(ies)' to display all the property(ies) associated with your agency.

Note: You are required by law to update the changes to the property/properties owned by your agency.

From:  To:

Find Exempt Property(ies)

Search Results

Parcel ID	Property Address	City	Class
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>◀ ◀ 0 ▶ ▶</span> <span>No items to display</span> </div>			

Add Selected Property(ies)

Property(ies) Added

Parcel ID	Property Address	City	Class
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>◀ ◀ 0 ▶ ▶</span> <span>No items to display</span> </div>			

Remove Selected Property(ies)

Previous
Next

**Range Search:**

[Agency Verify/Update](#)
[Property Select](#)
[Update Property Information](#)
[Attachments](#)
[Submit](#)

## 2024 Exempt Property Annual Affidavit Filing

Search for Property(ies) to update property information

Agency Name: ARLINGTON HTS PK DIST  
Agency Code: 344

**\*ONLY select the Pin(s) with a CHANGE in use and/or ownership under "Find Exempt Property(ies)" then click "Add Selected Property (ies)" and click "Next".**

**\*\*If there is NO CHANGE in use and/or ownership for ANY Pin(s), only need to click "Find Exempt Property (ies)" and click "Next".**

If ownership of a property has changed, the use of the property has changed, the property has been leased or is used by another or the mailing address for the property has changed find the property(ies) below and add it to update the information.

You may search for a PIN range using the below range search option or you may select "Find Exempt Property(ies)" to display all the property(ies) associated with your agency.

**Note:** You are required by law to update the changes to the property/properties owned by your agency.

From:  To:

[Find Exempt Property\(ies\)](#)

Search Results

Parcel ID	Property Address	City	Class
03061010060000	4085 SCHAEFER RD	ARLINGTON HEIGHTS	EX
03061010070000	4142 HARVARD AVE	ARLINGTON HEIGHTS	EX
03061030060000	1310 WESTON DR	ARLINGTON HEIGHTS	EX
03061050340000	1928 SCHAEFER RD	ARLINGTON HEIGHTS	EX
03062070330000	10 KENNICOTT AVE	ARLINGTON HEIGHTS	EX
03062070370000	82 KINGSLEY DR	ARLINGTON HEIGHTS	EX
03062230180000	512 ASHFORD LN	ARLINGTON HEIGHTS	EX

1 - 7 of 7 items

**Find Exempt Property(ies) Search:**

Agency Verify/Update **Property Select** Update Property Information Attachments Submit

## 2024 Exempt Property Annual Affidavit Filing

Search for Property(ies) to update property information

Agency Name: ARLINGTON HTS PK DIST  
Agency Code: 344

**\*ONLY select the Pin(s) with a CHANGE in use and/or ownership under "Find Exempt Property(ies)" then click "Add Selected Property (ies)" and click "Next".**

**\*\*If there is NO CHANGE in use and/or ownership for ANY Pin(s), only need to click "Find Exempt Property (ies)" and click "Next".**

If ownership of a property has changed, the use of the property has changed, the property has been leased or is used by another or the mailing address for the property has changed find the property(ies) below and add it to update the information.

You may search for a PIN range using the below range search option or you may select 'Find Exempt Property(ies)' to display all the property(ies) associated with your agency.

Note: You are required by law to update the changes to the property/properties owned by your agency.

From:  To:

**Find Exempt Property(ies)**

Search Results

Parcel ID	Property Address	City	Class
03061000100000	3160 KENNICOTT AVE	ARLINGTON HEIGHTS	EX
03061010060000	4085 SCHAEFER RD	ARLINGTON HEIGHTS	EX
03061010070000	4142 HARVARD AVE	ARLINGTON HEIGHTS	EX
03061030060000	1310 WESTON DR	ARLINGTON HEIGHTS	EX
03061050340000	1928 SCHAEFER RD	ARLINGTON HEIGHTS	EX
03062070330000	10 KENNICOTT AVE	ARLINGTON HEIGHTS	EX
03062070370000	82 KINGSLEY DR	ARLINGTON HEIGHTS	EX
03062230180000	512 ASHFORD LN	ARLINGTON HEIGHTS	EX
03074010120000	2819 MITCHELL AVE	ARLINGTON HEIGHTS	EX
03074010140000	2913 MITCHELL AVE	ARLINGTON HEIGHTS	EX

1 - 10 of 167 items

**Add Selected Property(ies)**

To select properties for review and/or update, you can click on the parcel and then **Add Selected Properties** to include in the Property(ies) Added section. To select multiple properties, simply click on the first record and hold the Shift key while simultaneously selecting the last record on the grid for the range you would like to review.

If changes; Please note that you will need to select the PIN(s) which will auto populate under the search result after clicking Find Exempt Properties & select **ONLY** the PIN(s) that need to be reported with a change by clicking **Add to Selected Properties** and click **Next** to update the change in use or ownership and attachments.

### Single PIN selection

Search Results

Parcel ID	Property Address	City	Class
03061000100000	3160 KENNICOTT AVE	ARLINGTON HEIGHTS	EX
03061010060000	4085 SCHAEFER RD	ARLINGTON HEIGHTS	EX
03061010070000	4142 HARVARD AVE	ARLINGTON HEIGHTS	EX
03061030060000	1310 WESTON DR	ARLINGTON HEIGHTS	EX
03061050340000	1928 SCHAEFER RD	ARLINGTON HEIGHTS	EX
03062070330000	10 KENNICOTT AVE	ARLINGTON HEIGHTS	EX
03062070370000	82 KINGSLEY DR	ARLINGTON HEIGHTS	EX
03062230180000	512 ASHFORD LN	ARLINGTON HEIGHTS	EX
03074010120000	2819 MITCHELL AVE	ARLINGTON HEIGHTS	EX
03074010140000	2913 MITCHELL AVE	ARLINGTON HEIGHTS	EX

1 - 10 of 167 items

Add Selected Property(ies)

Property(ies) Added

Parcel ID	Property Address	City	Class
03061000100000	3160 KENNICOTT AVE	ARLINGTON HEIGHTS	EX

1 - 1 of 1 items

Remove Selected Property(ies)

## Multiple PIN Selection

Search Results

Parcel ID	Property Address	City	Class
03061000100000	3160 KENNICOTT AVE	ARLINGTON HEIGHTS	EX
03061010060000	4085 SCHAEFER RD	ARLINGTON HEIGHTS	EX
03061010070000	4142 HARVARD AVE	ARLINGTON HEIGHTS	EX
03061030060000	1310 WESTON DR	ARLINGTON HEIGHTS	EX
03061050340000	1928 SCHAEFER RD	ARLINGTON HEIGHTS	EX
03062070330000	10 KENNICOTT AVE	ARLINGTON HEIGHTS	EX
03062070370000	82 KINGSLEY DR	ARLINGTON HEIGHTS	EX
03062230180000	512 ASHFORD LN	ARLINGTON HEIGHTS	EX
03074010120000	2819 MITCHELL AVE	ARLINGTON HEIGHTS	EX
03074010140000	2913 MITCHELL AVE	ARLINGTON HEIGHTS	EX

1 - 10 of 167 items

Add Selected Property(ies)

Property(ies) Added

Parcel ID	Property Address	City	Class
03061000100000	3160 KENNICOTT AVE	ARLINGTON HEIGHTS	EX

1 - 1 of 1 items

Search Results

Parcel ID	Property Address	City	Class
03061000100000	3160 KENNICOTT AVE	ARLINGTON HEIGHTS	EX
03061010060000	4085 SCHAEFER RD	ARLINGTON HEIGHTS	EX
03061010070000	4142 HARVARD AVE	ARLINGTON HEIGHTS	EX
03061030060000	1310 WESTON DR	ARLINGTON HEIGHTS	EX
03061050340000	1928 SCHAEFER RD	ARLINGTON HEIGHTS	EX
03062070330000	10 KENNICOTT AVE	ARLINGTON HEIGHTS	EX
03062070370000	82 KINGSLEY DR	ARLINGTON HEIGHTS	EX
03062230180000	512 ASHFORD LN	ARLINGTON HEIGHTS	EX
03074010120000	2819 MITCHELL AVE	ARLINGTON HEIGHTS	EX
03074010140000	2913 MITCHELL AVE	ARLINGTON HEIGHTS	EX

1 - 10 of 167 items

Add Selected Property(ies)

Property(ies) Added

Parcel ID	Property Address	City	Class
03061000100000	3160 KENNICOTT AVE	ARLINGTON HEIGHTS	EX
03061010060000	4085 SCHAEFER RD	ARLINGTON HEIGHTS	EX
03061010070000	4142 HARVARD AVE	ARLINGTON HEIGHTS	EX
03061030060000	1310 WESTON DR	ARLINGTON HEIGHTS	EX
03061050340000	1928 SCHAEFER RD	ARLINGTON HEIGHTS	EX
03062070330000	10 KENNICOTT AVE	ARLINGTON HEIGHTS	EX
03062070370000	82 KINGSLEY DR	ARLINGTON HEIGHTS	EX
03062230180000	512 ASHFORD LN	ARLINGTON HEIGHTS	EX
03074010120000	2819 MITCHELL AVE	ARLINGTON HEIGHTS	EX
03074010140000	2913 MITCHELL AVE	ARLINGTON HEIGHTS	EX

1 - 10 of 10 items

Remove Selected Property(ies)

Please note that the PINs from the selection grid will no longer be highlighted once they have been added to the review list; you can also remove a PIN or list of PINs from the review list following the same steps above and clicking Remove Selected Property(ies).

Once you have selected the desired properties, click **Next** to confirm applicable changes to the selected properties.

### Update Property Information

In the Update Property Information tab, you will be able to review the previously selected PINs and report whether there has been a change/no change in use or leased/license information.

To begin, select a parcel from the grid of the previously selected PINs by clicking on the parcel. When you click on the parcel, you will see the Agency Name, Property Location, City and Zip Code in the Primary Information Section.

Agency Verify/Update    Property Select    **Update Property Information**    Attachments    Submit

## 2024 Exempt Property Annual Affidavit Filing

Please verify and update the required information for the selected Property/Properties

Parcel ID	Property Address	City
030610001000000	3160 KENNICOTT AVE	ARLINGTON HEIGHTS
030610100000000	4000 SCHAEFER RD	ARLINGTON HEIGHTS
030610100700000	4142 HARVARD AVE	ARLINGTON HEIGHTS
030610300600000	1310 WESTON DR	ARLINGTON HEIGHTS
030610503400000	1928 SCHAEFER RD	ARLINGTON HEIGHTS
030620703300000	10 KENNICOTT AVE	ARLINGTON HEIGHTS

1 - 6 of 6 items

Go through each record from the above list and update required information for each property that you have added

**Primary Information**

Property PIN:

Agency Name:

Property Location:

City:

Zip Code:

**Change in Ownership and Use**

If ownership or use of a property has changed, check applicable boxes below:

Change of Ownership     Change of Use

**Leased or Licensed**

If property is leased or licensed, please check the applicable boxes below:

New Lease/License     Extended Lease/License     Amended Lease/License     Terminated Lease/License

Percentage of Partial Exemption:  %

Square footage of lease area:

Tenant Name:

Tenant contact address:

Tenant Phone:

Tenant Email address:

Start date of lease:

End date of lease:

**Document Upload:** If you checked any box in the Change in Ownership and Use or Leased or Licensed sections, you are required to upload document(s) in the appropriate section of the attachments tab: **Failure to do so will invalidate your 2023 Affidavit submission for the affected PIN(s).**

a. Document Upload must be submitted in PDF format only.  
b. Write the PIN on the Document(s) before scanning into PDF or type the PIN before you create the PDF.  
c. For faster processing, please note the Property Index Number (PIN) on the Lease or License before scanning and uploading it.

If you are reporting either a Change in Ownership or a Change in Use on a parcel, please select the correct status box. Please be advised that you must attach any documentation in support of the changes in the Attachment tab of the application. **Failure to do so will invalidate your Affidavit submission for the affected PIN(s).**

<p><b>Change in Ownership and Use</b></p> <p>If ownership or use of a property has changed, check applicable boxes below:</p> <p><input type="checkbox"/> Change of Ownership                      <input type="checkbox"/> Change of Use</p>
---

Follow the same step as above for any selected PINs that have experienced a change in ownership and/or use. As a reminder, it is recommended that if you are reporting properties with changes for the current assessment year that are impacted by the same supporting documents (for example, a deed that includes several properties or leaseholds being terminated on the same leasehold termination document), that these be filed together in a single submission and/or separately from other properties.

If the parcel is leased or licensed, you will need to select the type of lease transaction being made.

<input type="checkbox"/> New Lease/License	<input type="checkbox"/> Extended Lease/License	<input type="checkbox"/> Amended Lease/License	<input type="checkbox"/> Terminated Lease/License
--	---	--	---

Based on your selection, you will be required to provide lease information for that parcel and specific documentation in support of that status. Please note that a red asterisk will denote fields that you are required to provide information for based on your previous selection.

Percentage of Partial Exemption	<input type="text" value=""/>	%
Square footage of lease area	<input type="text" value=""/>	
Tenant Name	<input type="text" value=""/>	
Tenant contact address	<input type="text" value=""/>	
Tenant Phone	<input type="text" value=""/>	
Tenant Email address	<input type="text" value=""/>	
Start date of lease	<input type="text" value="MM/DD/YYYY"/>	<input type="button" value="📅"/>
End date of lease	<input type="text" value="MM/DD/YYYY"/>	<input type="button" value="📅"/>

Required fields based on the selection of **New Lease/License**:

**Leased or Licensed**

If property is leased or licensed, please check the applicable boxes below:

New Lease/License       Extended Lease/License       Amended Lease/License       Terminated Lease/License

Percentage of Partial Exemption  %

Square footage of lease area

Tenant Name

Tenant contact address

Tenant Phone

Tenant Email address

Start date of lease

End date of lease

**Document Upload:** If you checked any box in the Change in Ownership and Use or Leased or Licensed sections, you are required to upload document(s) in the appropriate section of the attachments tab. **Failure to do so will invalidate your 2023 Affidavit submission for the affected PIN(s).**

- a. Document Upload must be submitted in PDF format only.
- b. Write the PIN on the Document(s) before scanning into PDF or type the PIN before you create the PDF.
- c. For faster processing, please note the Property Index Number (PIN) on the Lease or License before scanning and uploading it.

Please proceed with steps above if submitting an update for a parcel that is in a lease/license from your original selection.

**Attachments**

You can upload and attach required and/or supporting documentation for your annual affidavit parcel submission. The documents referenced below will be required based on selections made at the **Update Property Information** or based on statutory and/or local ordinance requirements. Those required based on selections made and/or Cook County Assessor procedures will have a red asterisk near the attachment document type.

**\* - You must attach at least one document in this category.**



**Affidavit of Use**

[Click Here to download the form.](#)

*(Max Size: 10M, Max Attach: 5, File Types Allowed: doc(x), xls(x), pdf, txt, gif, jpg, png, tiff)*

**Current Attachments:**

Filename	Size (kb)
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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.

### 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 statuses, you will be able to submit your 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.

Agency Verify/Update
Property Select
Update Property Information
Attachments
Submit

## 2024 Exempt Property Annual Affidavit Filing

### Submit

**Legal Notice**

By clicking submit below, the filer of the form certifies and attests to the accuracy of all of the information provided in the form, either from personal knowledge or from knowledge derived from others whom the filer has ascertained do have personal knowledge of the information provided in the form. Additionally, the filer certifies that he or she has reviewed all of the information provided and certifies that the information provided accurately represents the facts pertaining to the leasing or rental of the real estate in question. The filer acknowledges that 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.

All submitted applications are subject to review in accordance with applicable law and the policies of the Cook County Assessor's Office. If any information you have provided on this application changes, you must notify the Cook County Assessor's Office immediately. We recommend that you keep a copy of this application for your records.

PLEASE BE ADVISED THAT ONCE YOU CLICK SUBMIT, YOU WILL NOT BE ABLE TO MAKE CHANGES OR ADD ADDITIONAL DOCUMENTS TO THIS FILING.

I declare that everything being reported is accurate as of the date of filing.

*By typing my name here, I agree that the information contained in this application is accurate and complete to the best of my knowledge and that I am an agent/contact on record authorized to act on behalf of the reporting agency.*

**Name:**

**Phone:**

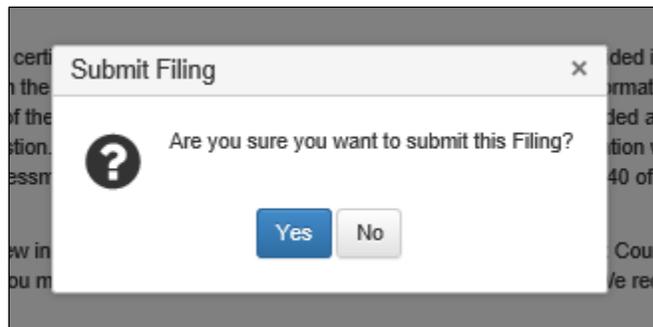
**Email:**

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.

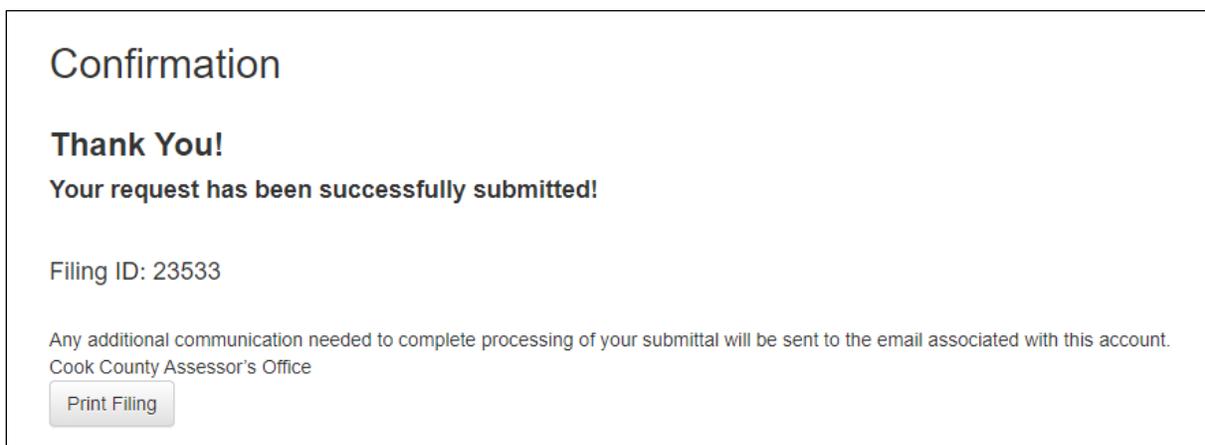
You will receive a message indicating whether you would like to submit your filing; at this point, if you do not have all of your required documentation, it is recommended that you instead save your filing to return to complete at a later time or submit your filing with all pre-requisite documentation and upload any additional documentation in support of your Annual Affidavit filing 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 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:

 Wed 3/15/2023 3:54 PM  
**DoNot Reply**  
Exempt Property Application - SUBMITTED Filing ID#23533

To

Your Exempt Property Application filing ID# 23533, has been Submitted.

If you have any questions, please contact the Cook County Assessor's Office as follows:

Phone: (312) 443-7550

Email: [Assessor.Exempt@cookcountyil.gov](mailto:Assessor.Exempt@cookcountyil.gov)

To review your filing click the link below or copy and paste the link into your browser.  
<https://propertytaxfilings-tst.cookcountyil.gov/Filing/FilingInstance/Status/6e7ca0a5-3461-4584-bbb0-ab72c41d99ab>

Thank you,

Cook County Assessor's Office

Or going to the My Filings section of your account:

## My Filings

To view a filing, click on it below.

[Annual Exempt Affidavit or Change Filing \(2023\)](#)

**Filing Id** 23533  
**Created** 03/15/2023 3:28 PM  
**Modified** 03/15/2023 3:54 PM  
**Status** Submitted and Pending Review  
**Primary Keys** Agency Name: ARLINGTON HTS PK DIST Agency Code: 344

The Cook County Exempt Department will reach out to you if there are any issues with your submission.