



**Certificate of Error Application
 for Exempt Property**

 Appeal Year

 Appeal Number

 C/E Year

 Township

DO NOT file this form if the property does not qualify as exempt from property tax.

Property Index Number(s)	Property Class	For Office Use Only		
		Grant	Deny	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(attach separate sheet for additional PINs)

Reason for C/E (be specific)

 Applicant's Name

 Signature of Owner/Lessee

 Applicant's Street Address

 Date

 City State Zip

 Daytime Phone Number

FOR REPRESENTATIVE ONLY (IF APPLICABLE)

 Representative's Name/Firm Name

 Signature of Representative

 Representative's Street Address

 Date

 City State Zip

 Daytime Phone Number



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Appeal Year

Appeal Number

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Document Schedule

Township

PINs: _____

Check box if document is submitted.

1. Affidavit (must submit an original and a copy of one of the following items:):

- Affidavit of Use
- Continuing Use Affidavit (if this is submitted, then a copy of the applicable division must also be included.)

2. Proof of Ownership (must submit two copies of one of the following items:):

- Recorded Deed (if property transferred to a trust, then the assignment of the beneficial interest must also be submitted)
- Installment Agreement, Articles of Agreement or Contract of Sale
- Complaint to Condemn, Order Vesting Title and Final Judgement Order (include "Exhibit A" which contains the legal description of the property in question), and the receipt for the Condemnation Deposit (from the Treasurer's Office).
- Plat of Dedication
- Other: _____

3. Administrative Decisions (must submit two copies of one of the following items:):

- Department of Revenue Letter or Department of Revenue Hearing Disposition
- Notice of Road Taking
- Department of Local Government Affairs Letter
- Court Order
- Memorandum from the Cook County Assessor's Office Legal Department

4. Miscellaneous

- Division (if the Property Index Number is different on any of the documents submitted)
- Block cover (if there is an older division, multiple divisions, or if copy of division is not available)
- Lease agreement (or Court Order for Eviction)
- Amendment to the Articles of Incorporation changing the name (if organization's current name is different than what is listed on the other documents submitted)

5. Other:



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Document Schedule

(Affiant's Name)

(Title in Organization)

of _____ being first duly sworn deposes and says that:
(Name of Organization)

(list below Property Index Numbers as listed on the Department of Revenue Letter)

commonly known as _____
(Address, City, State, Zip)

was acquired on _____ by _____
(Date) (Type of Document (attached))

and further states that said property was used from _____ to _____
(Date) (Date)

as (state use of property)

I, _____, hereby affirm and attest that I have personal knowledge of the property at the time in question, and the statements contained herein are true and accurate.

Date: _____

Signature of Affiant*

Property Street Address

Daytime Phone Number

City

State

Zip

*This Affidavit must be signed by someone who has personal knowledge of the property at the time in question.