

**Using the GIS CookViewer Application to Find Comparable Property Index Numbers for Appeal Submission
(Up to 6 [six] PINs only)**

Accessing the GIS CookViewer Application

1. Click on the link below or copy and paste it on your browser to get to the Cook County GIS CookViewer Application. This application will allow you to search for comparable Property Index Numbers (PIN) either by street address or by PIN. Please note that the best source for your PIN is your property tax bill or deed.

<http://maps.cookcountyil.gov/cookviewer/index.html>



Searching by PIN



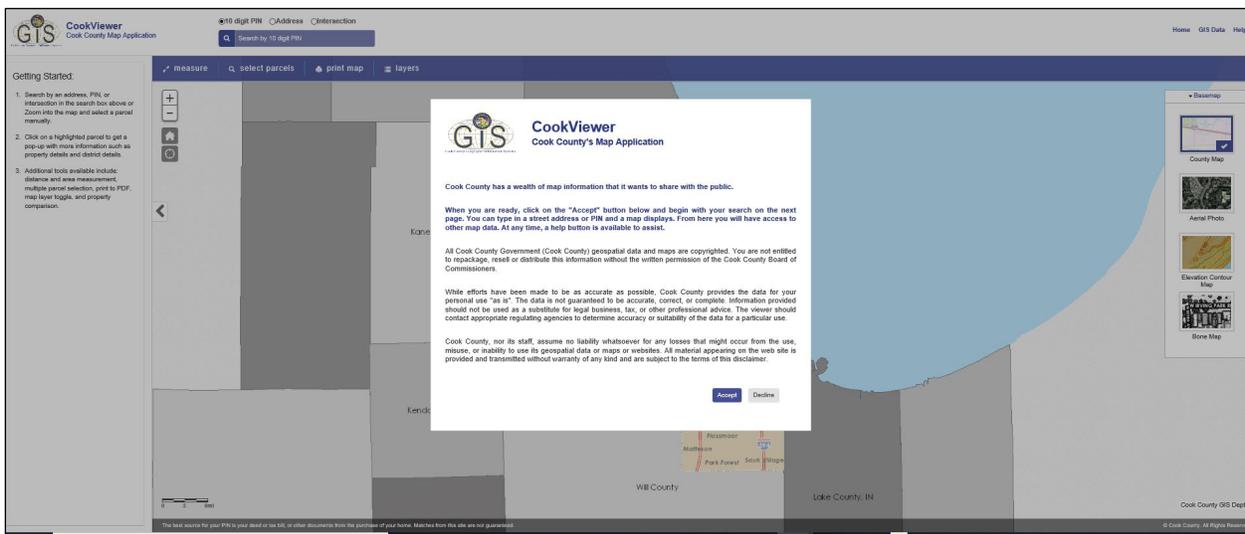
1. Enter the first 10 digits of your PIN and click on the magnifying glass; the application may return a single PIN with the same 10 leading numbers or a list of PINs in the case of condominiums.

Searching by Address



1. Enter the address and click on the magnifying glass; the application may return a single address or multiple addresses depending on the information entered.

Proceeding with Search for Comparables



1. Before proceeding with the application, you will need to read and accept the terms and conditions of the application.



- Once you click on **Accept**, you will be taken to the results page of the application based on your PIN entry. The search results will be listed on the left-side of the screen, while a map will display and highlight the subject PIN.



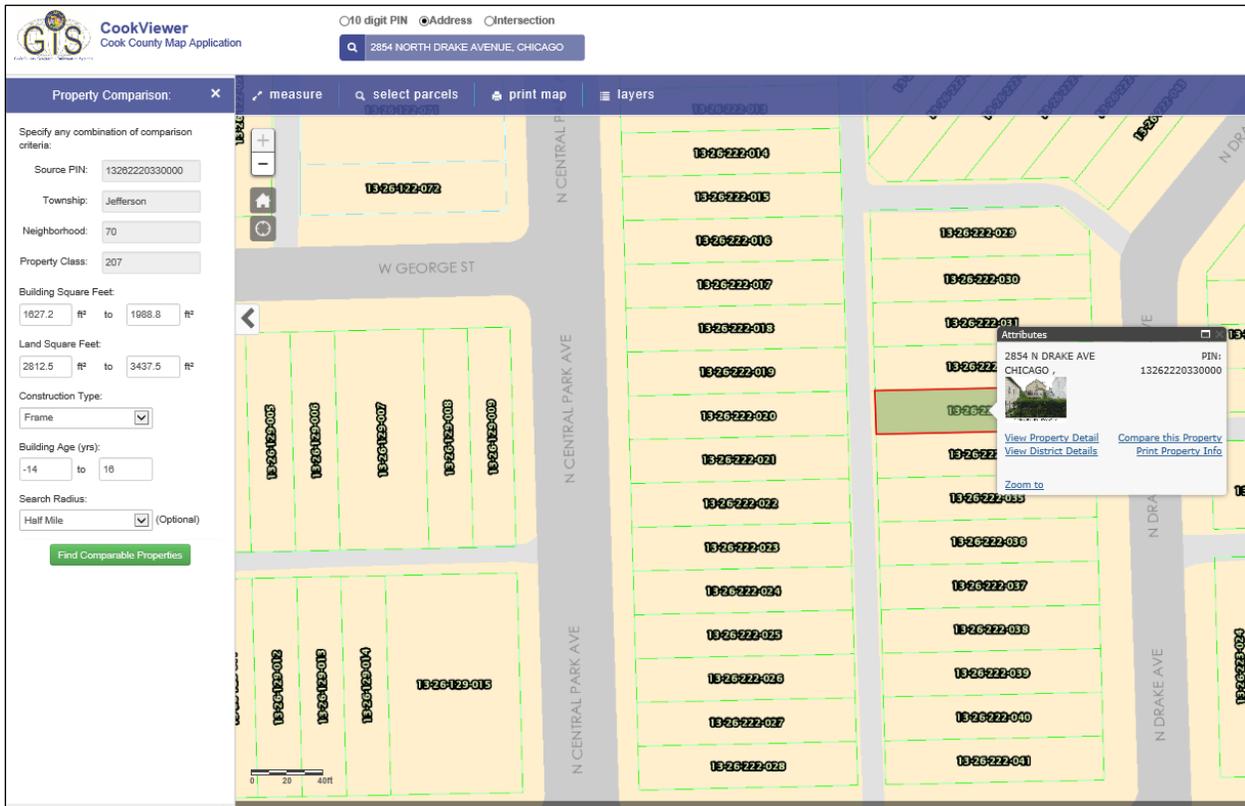
When you click on the PIN listed on the left side of the application, the PIN will be further highlighted within the map. This will also display the available property characteristics of the PIN (left) and a pop-up window will provide the option of viewing additional information of the subject property; both sections provide the opportunity to find comparables on the PIN.



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3. Near the bottom of the left-most side of the application, there is a link to **Compare this property to others**; when you click on the link, the tab will display comparison criteria based off of the subject PIN.



Property Comparison: ✕

Specify any combination of comparison criteria:

Source PIN:

Township:

Neighborhood:

Property Class:

Building Square Feet:
 ft² to ft²

Land Square Feet:
 ft² to ft²

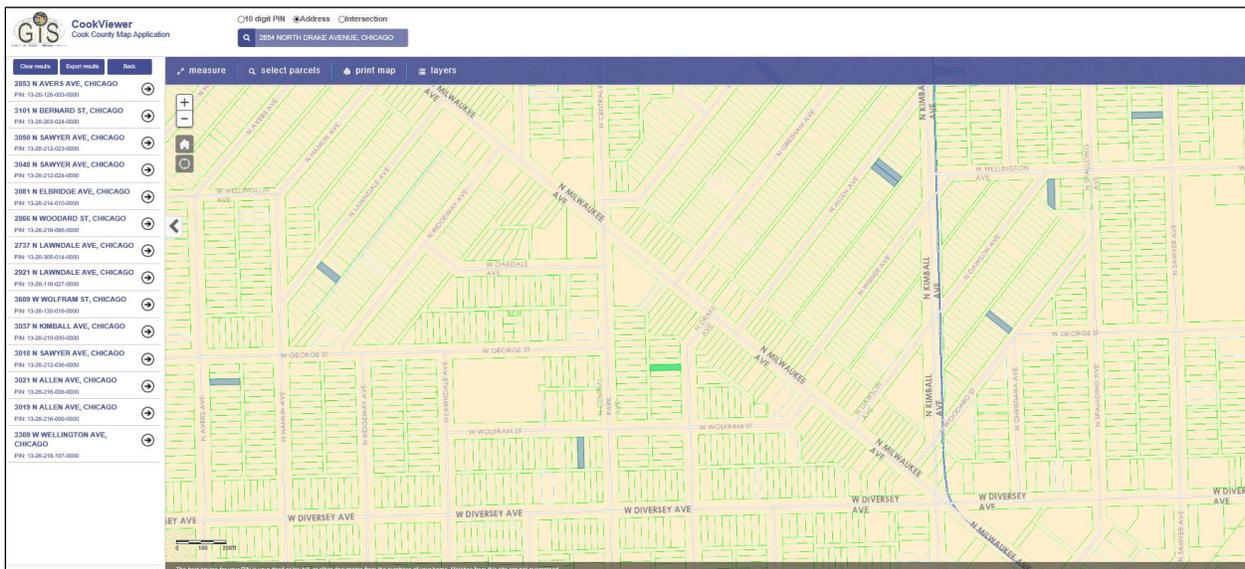
Construction Type:

Building Age (yrs):
 to

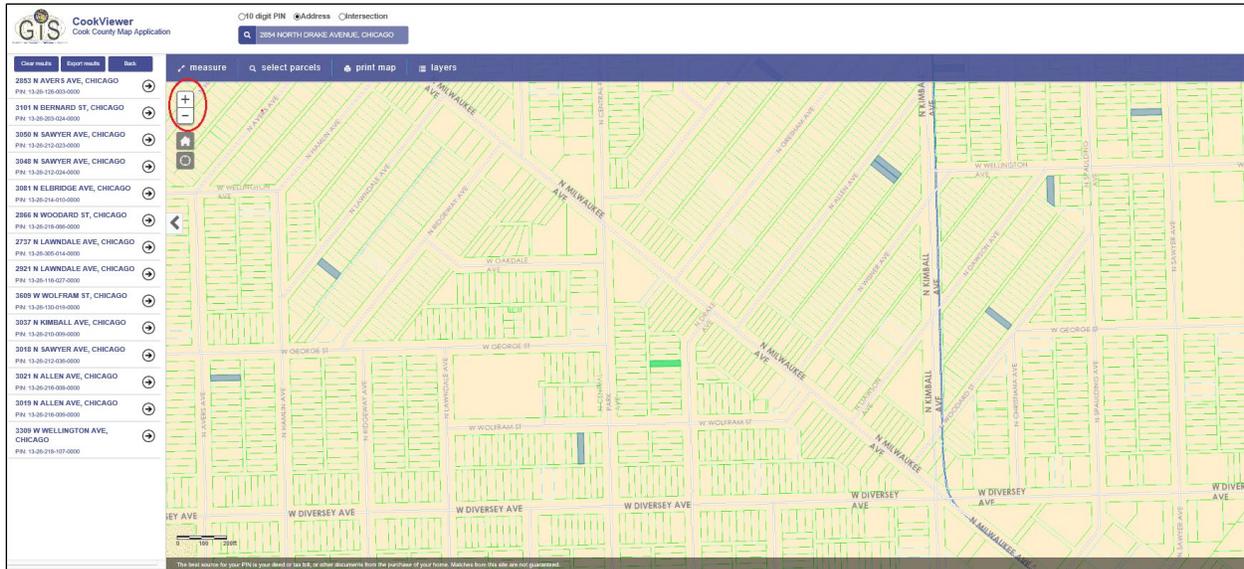
Search Radius:
 (Optional)

Find Comparable Properties

4. You can update Building Square Feet, Land Square Feet, Construction Type and Building Age to refine your search or approve the range auto-selected by the application. Click on **Find Comparable Properties** to retrieve comparable properties based on the selected range.



This will retrieve and display a list of comparable PINs in a grid (left-side of application) and also highlight the properties within the map.



You can zoom in or out (red circle) within the map to better view the location of the comparable PINs in relation to the location of the subject PIN.

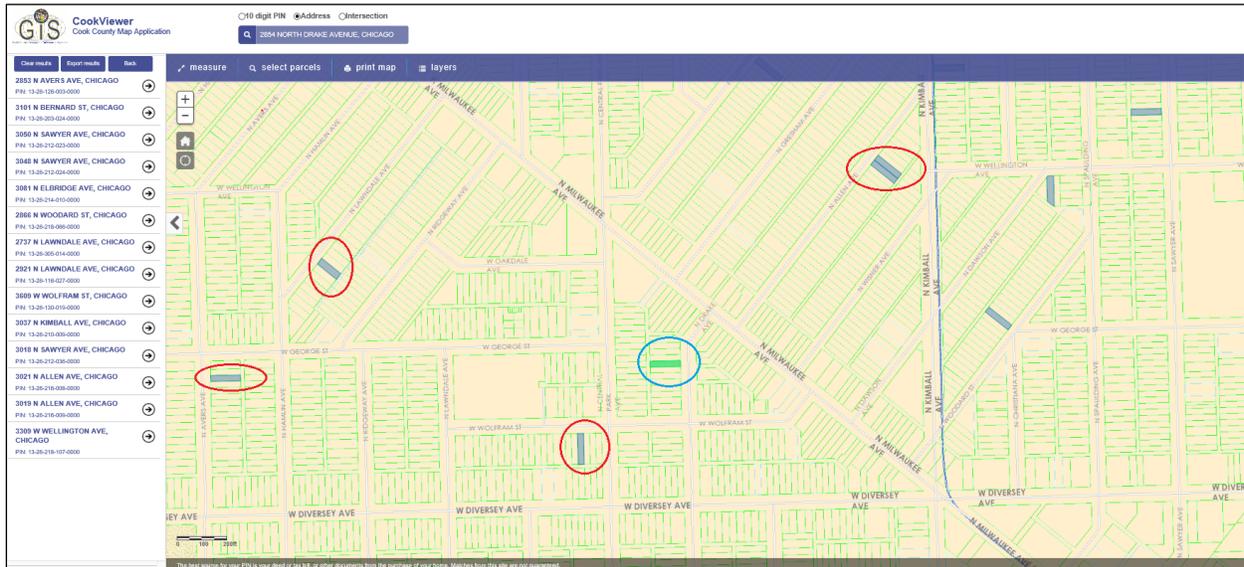
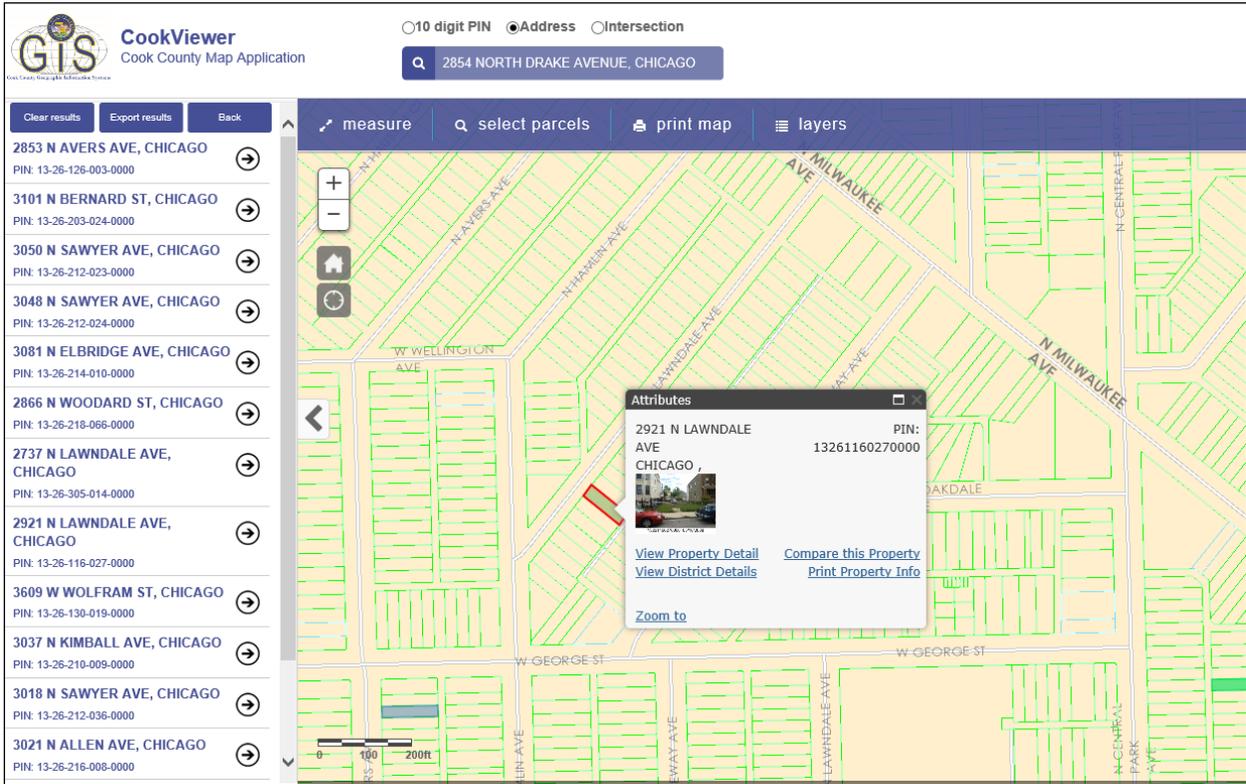


Image of subject PIN (blue circle and green fill highlight) in comparison to comparable PINs according to the results grid (red circle and blue highlights).



The screenshot shows the CookViewer GIS application interface. At the top, there is a search bar with the text "2854 NORTH DRAKE AVENUE, CHICAGO". Below the search bar, there are navigation and tool buttons: "measure", "select parcels", "print map", and "layers". On the left side, there is a list of comparable properties, each with a right-pointing arrow button. The selected property is highlighted in red on the map. An "Attributes" popup window is open over the selected property, displaying the following information:

| Attributes | |
|---|---------------------------------------|
| 2921 N LAWDALE AVE | PIN: 13261160270000 |
| CHICAGO , | |
|  | |
| View Property Detail | Compare this Property |
| View District Details | Print Property Info |
| Zoom to | |

- On the comparables grid, click on any of the PINs that you would like to analyze. You will have the option to see additional information on the selected comparable PIN. **Please remember that you will be able to submit up to 6 (six) PINs as comparables for your appeal.**



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CookViewer
Cook County Map Application

10 digit PIN Address Intersection

2854 NORTH DRAKE AVENUE, CHICAGO

2921 N LAWDALE AVE (back)

Assessment Information:

Address: 2921 N LAWDALE AVE

City: CHICAGO

PIN: 13-26-116-027-0000

Township: Jefferson

Neighborhood: 70

Total Value: \$83,171.00

Building Value: \$58,371.00

Class: 207

Estimated Building Sq Ft: 1,978

Land Square Footage: 3,000

Construction Type: Frame

Age: 1

View More Data Layers

View District Details

Compare this property to others

Select surrounding parcels within: mi

Select

Launch Oblique Aerial Tool

Launch Assessor Website

Launch Property Portal

Print Property Info Open PDF

Attributes

2921 N LAWDALE AVE PIN: 13261160270000

CHICAGO, IL

View Property Detail Compare this Property

View District Details Print Property Info

Zoom to

- On any PIN selected on the comparable grid, you will be able to view characteristics and/or additional information for that PIN. To print or save in PDF form a PIN you would like to submit as a comparable, click on **Print Property Info** in either the selected comparable PIN pop-up window or on the comparable characteristic tab (left-side of application).



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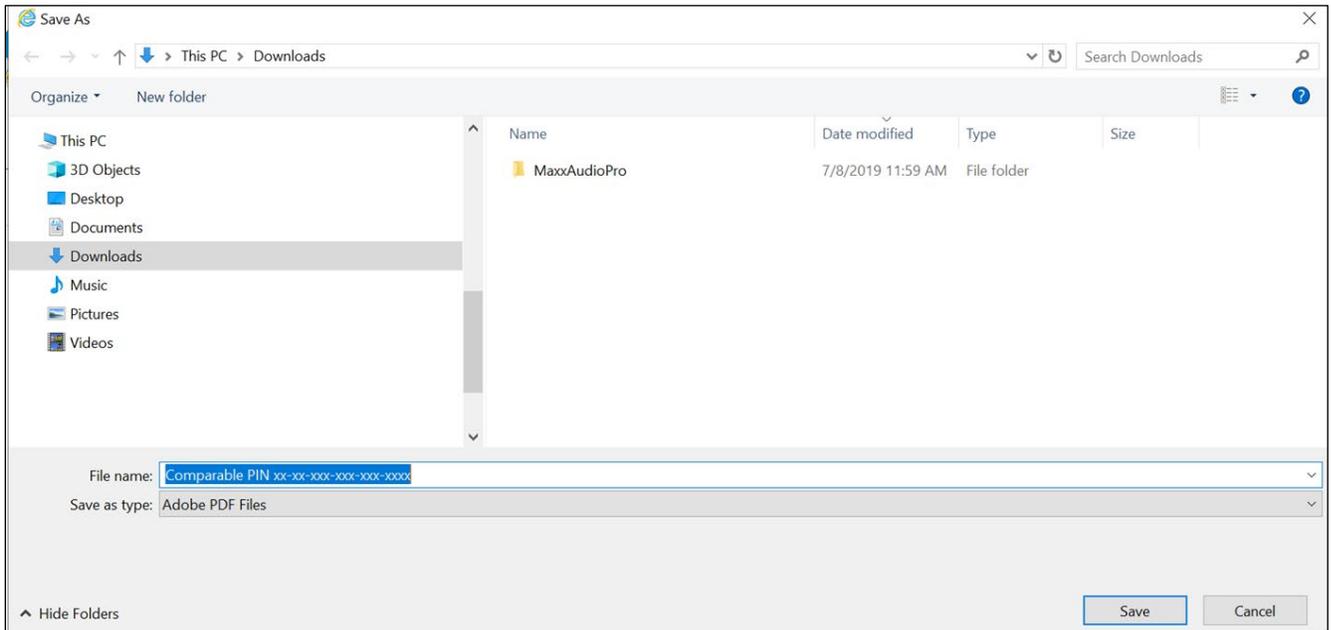
13261160270000 05/18/2008

Cook County Assessor's Office Information

For questions please visit: www.cookcountyassessor.com/

| | | |
|--|-----------------------------------|---|
| Address 2921 N LAWNSDALE AVE | City CHICAGO | PIN 13-26-116-027-0000 |
| Township Jefferson | Neighborhood 70 | Total Value \$63,171.00 |
| Building Value \$58,371.00 | Class 207 | Estimated Building Sq Ft. 1,976 |
| Land Square Footage 3,000 | Construction Type Frame | Age 1 |

This will produce a report of the selected PIN's property characteristics.



If you would like to submit any of the PINs as comparables, save the Comparable PDF in your computer and make sure to use the following naming convention: **Comparable PIN xx-xx-xxx-xxx-xxxx** (the “x” should be replaced by the PIN being submitted as a comparable).

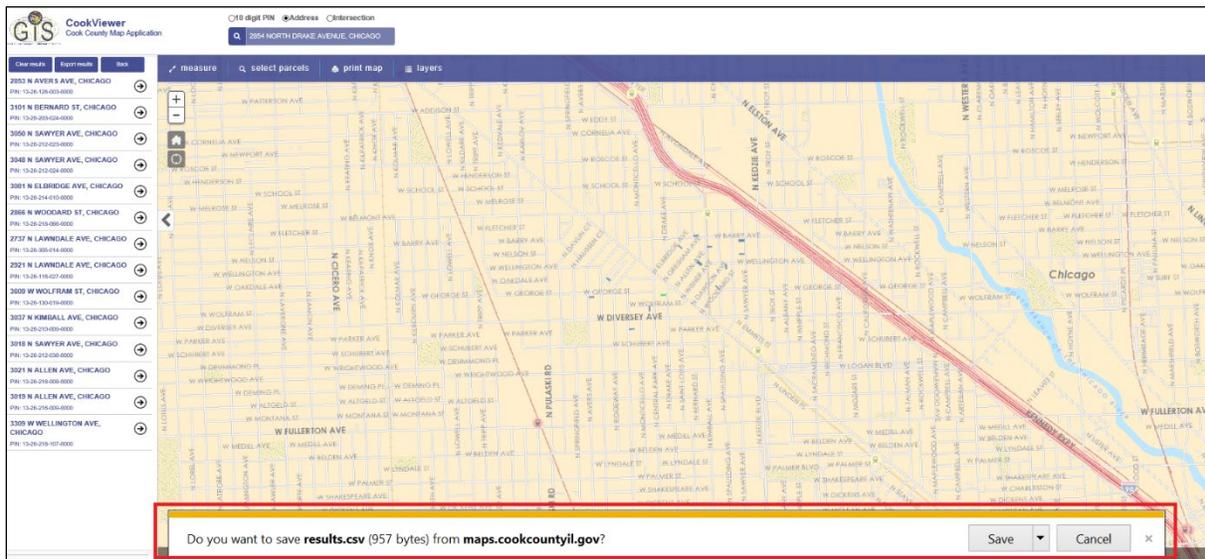


- The comparable grid can also be exported and saved for submission. Please note that you can only submit up to 6 (six) PINs as comparables, therefore, **it is the responsibility of the filer to review the comparable results to ensure you are selecting the best comparables for your appeal.**

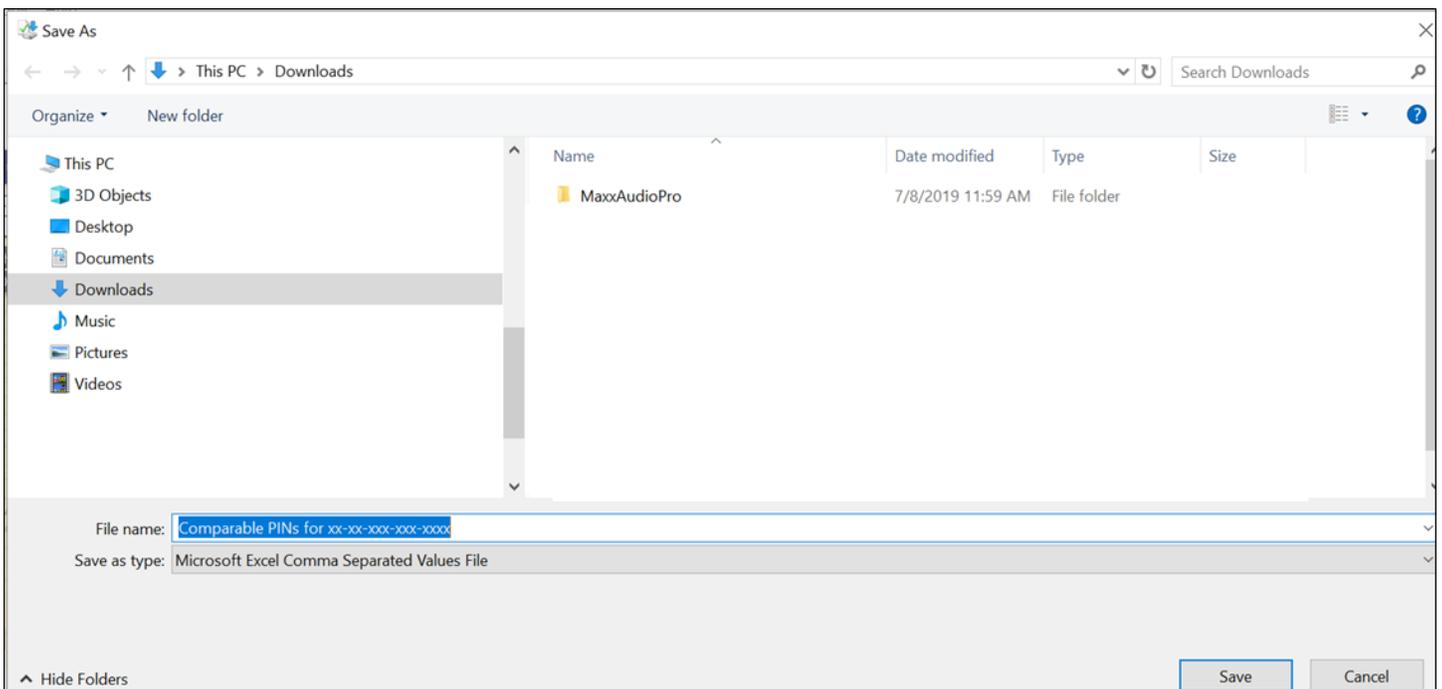
To export the results, click **Export Results** at the top of the comparable grid.



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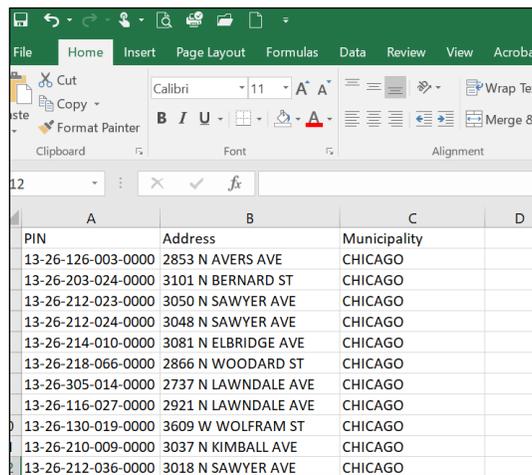
You will be prompted to save the results in your computer.



Make sure that the file is saved under the following naming convention: **Comparable PINs for xx-xx-xxx-xxx-xxxx** (the "x" should be replaced by the PIN being submitted as a comparable).



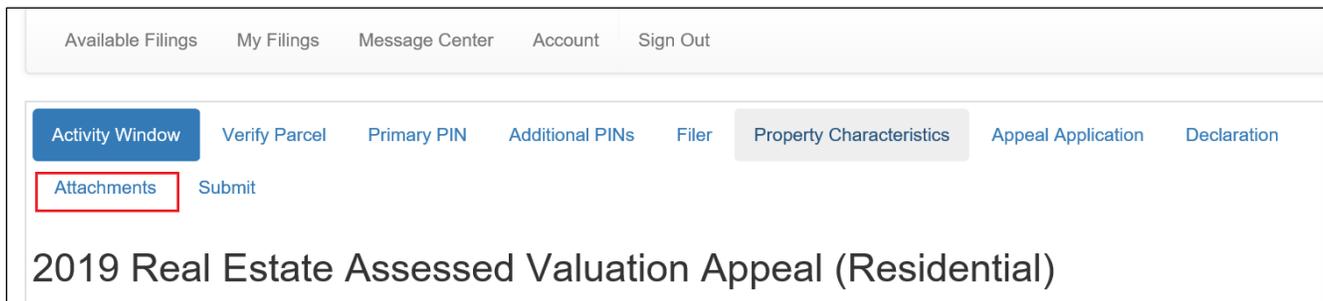
Once saved, you can open the file and remove any PINs in excess of the 6 (six) allowed to be submitted for appeal purposes.



| PIN | Address | Municipality |
|--------------------|----------------------|--------------|
| 13-26-126-003-0000 | 2853 N AVERS AVE | CHICAGO |
| 13-26-203-024-0000 | 3101 N BERNARD ST | CHICAGO |
| 13-26-212-023-0000 | 3050 N SAWYER AVE | CHICAGO |
| 13-26-212-024-0000 | 3048 N SAWYER AVE | CHICAGO |
| 13-26-214-010-0000 | 3081 N ELBRIDGE AVE | CHICAGO |
| 13-26-218-066-0000 | 2866 N WOODARD ST | CHICAGO |
| 13-26-305-014-0000 | 2737 N LAWNSDALE AVE | CHICAGO |
| 13-26-116-027-0000 | 2921 N LAWNSDALE AVE | CHICAGO |
| 13-26-130-019-0000 | 3609 W WOLFRAM ST | CHICAGO |
| 13-26-210-009-0000 | 3037 N KIMBALL AVE | CHICAGO |
| 13-26-212-036-0000 | 3018 N SAWYER AVE | CHICAGO |

Make sure to resave your file once you have refined your list for submission.

Attaching Comparables to the Online Appeals Filing – These steps assume the filer has already started the filing and is ready to upload Comparables to their filing as Attachments.



1. On the Attachments section of your filing, scroll down until you find the section called **Comparable PINs Data**

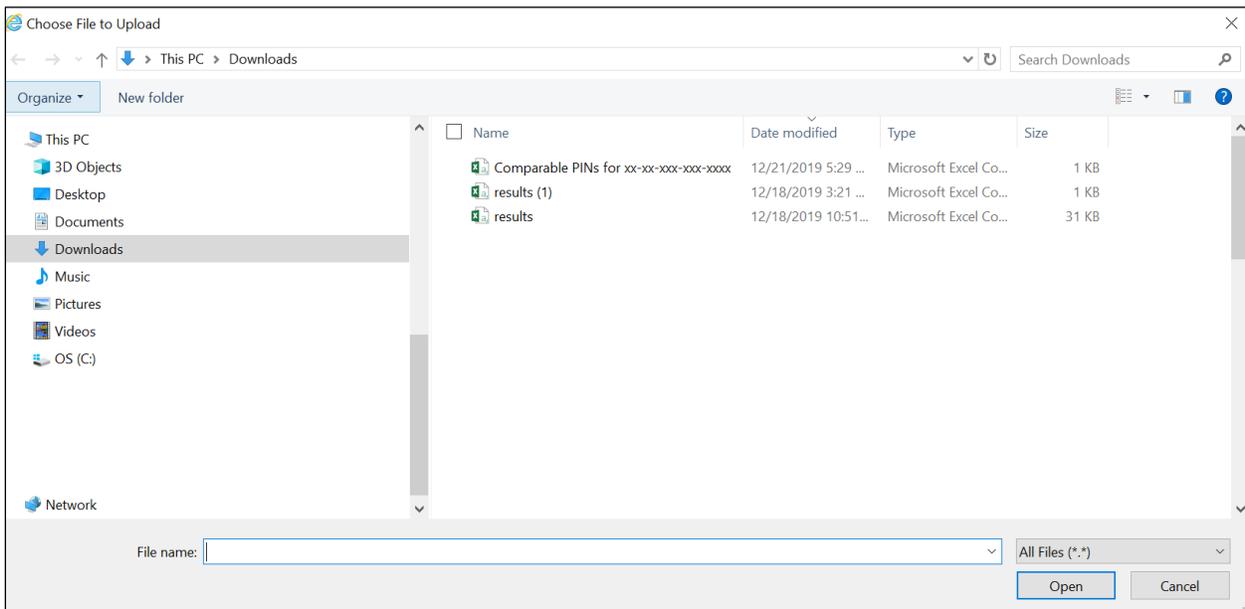
Comparable PINs Data

Comparable PINs Data is required because you selected "Lack of Uniformity" as a "Reason for Appeal."

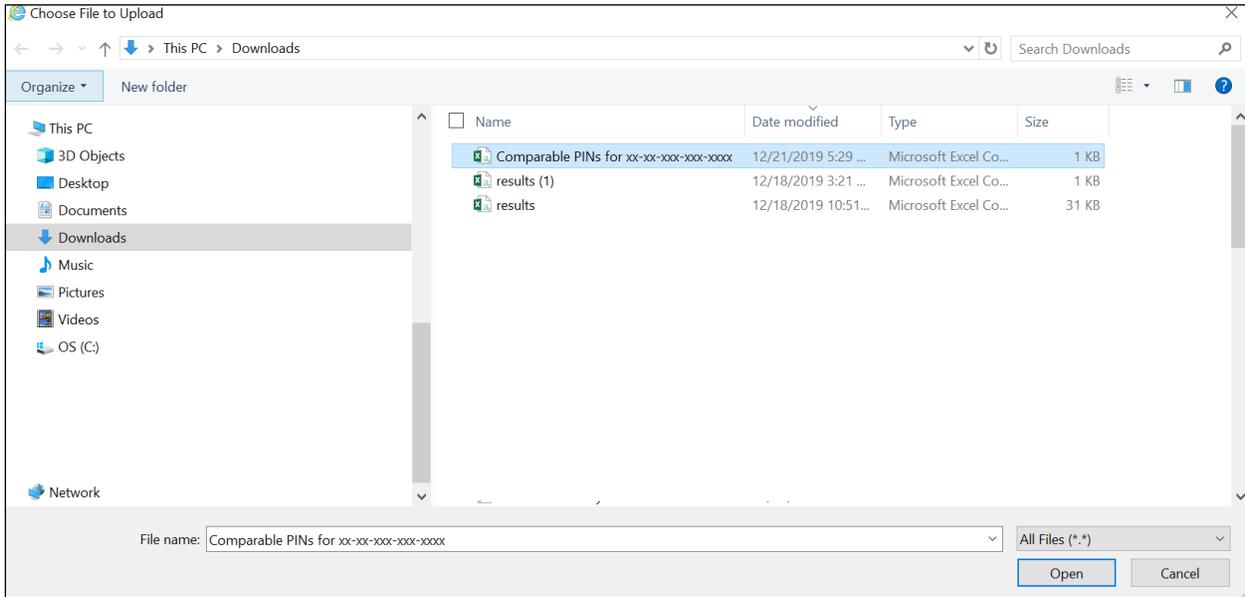
Current Attachments:

Attach more files for this category:

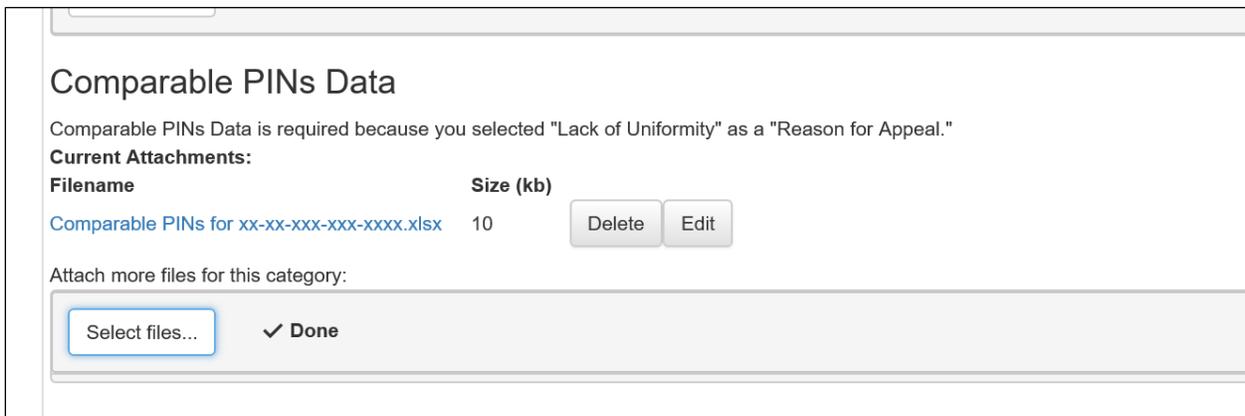
Click on **Select Files** to upload your comparable information



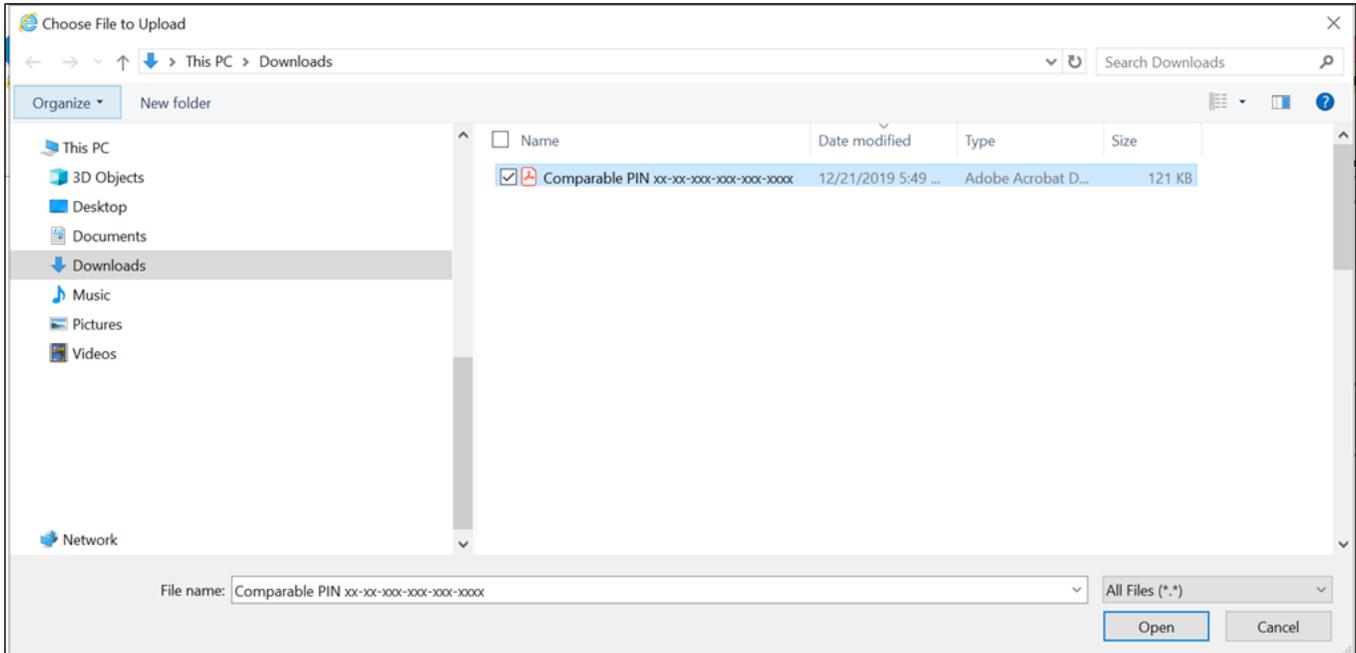
You will be prompted to find the files that you will be uploading as comparables.



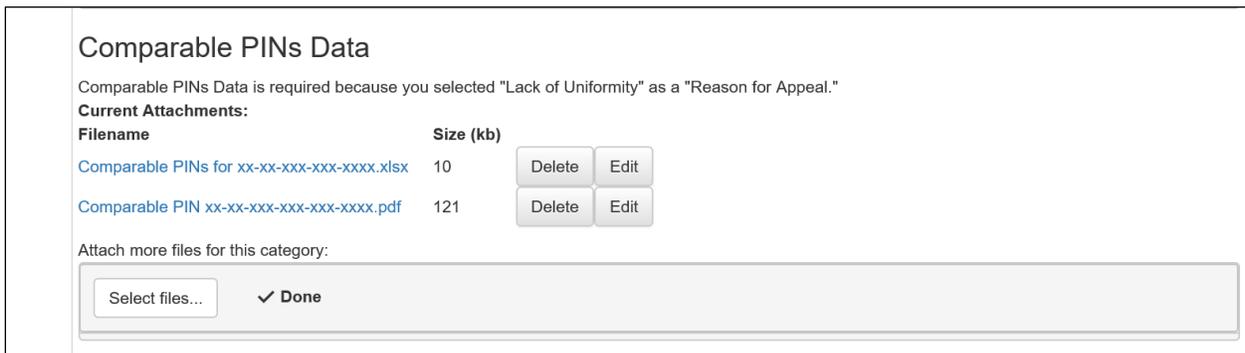
If you are submitting your Excel export, select your file entitled **Comparable PINs for xx-xx-xxx-xxx-xxxx** and click on **Open**.



This will upload your file for submission; you will have the option of deleting the file or editing it prior to submission of your appeal filing.



If you are submitting your Comparable PDFs, select your file entitled **Comparable PIN xx-xx-xxx-xxx-xxxx** and click on **Open**.



This will upload your file for submission; you will have the option of deleting the file or editing it prior to submission of your appeal filing.

2. You have now completed your search and upload of Comparables as selected by using the CookViewer application.

If Your PIN or Address Is Not Found in CookViewer

If your PIN or address cannot be found in the CookViewer application, please check your tax bill to make sure the correct PIN or property location has been entered. You can also contact the Cook County Assessor as follows:



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Cook County Assessor's Office
118 N. Clark Street Room 312
Chicago, IL 60602
Phone: 312-443-7550