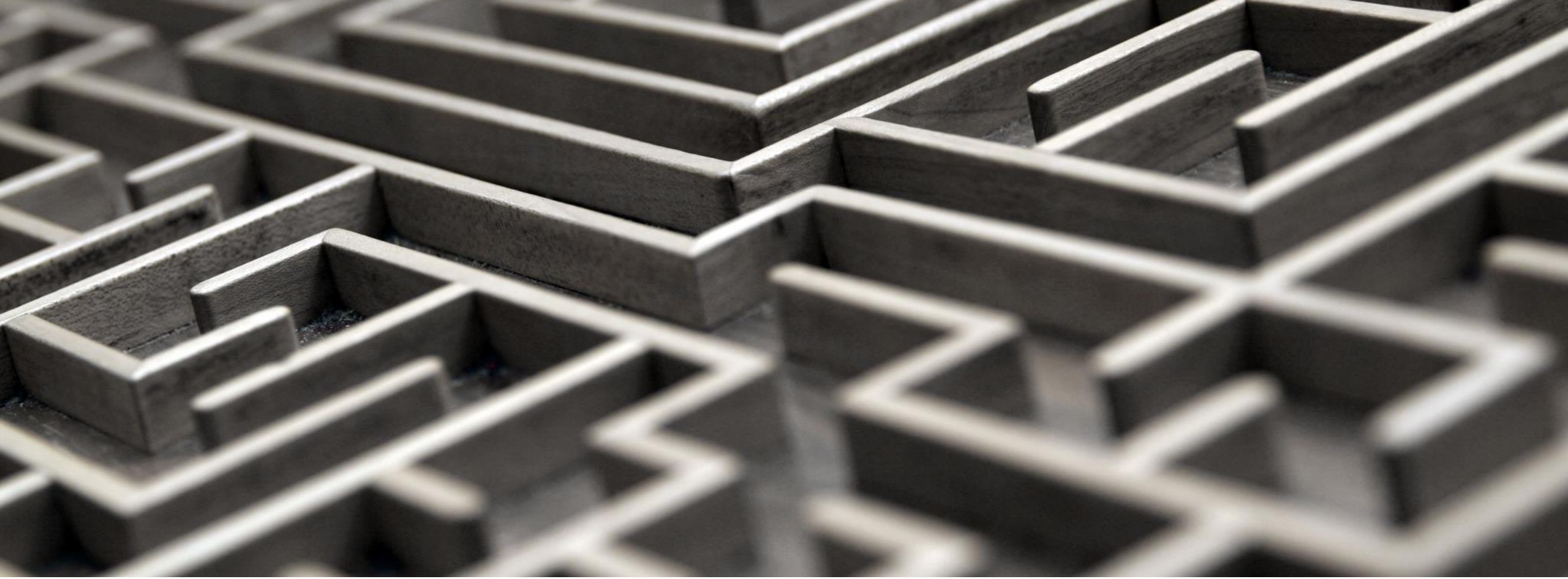


Filing Your Property Appeal

A Guide to the IMSLake.org Property Search Portal and SmartFile E-Filing Portal

Ensuring Integrity and Transparency in Assessments

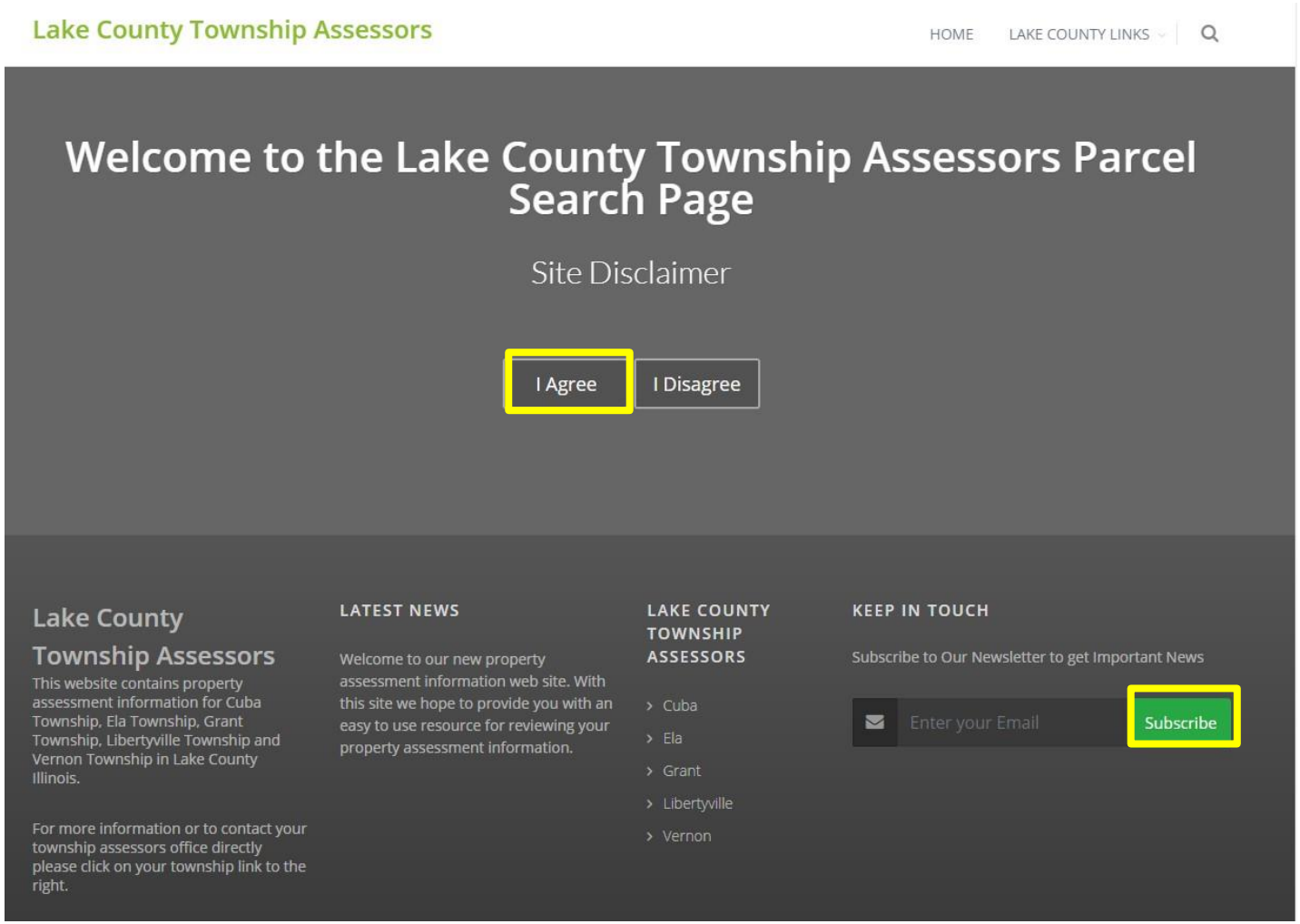
Welcome to IMSLake.org, a new property assessment information website. We hope to provide you with an easy to use resource for reviewing your property assessment information.

The website contains property assessment information for Cuba, Ela, Grant, Libertyville and Vernon Townships in Lake County, Illinois.

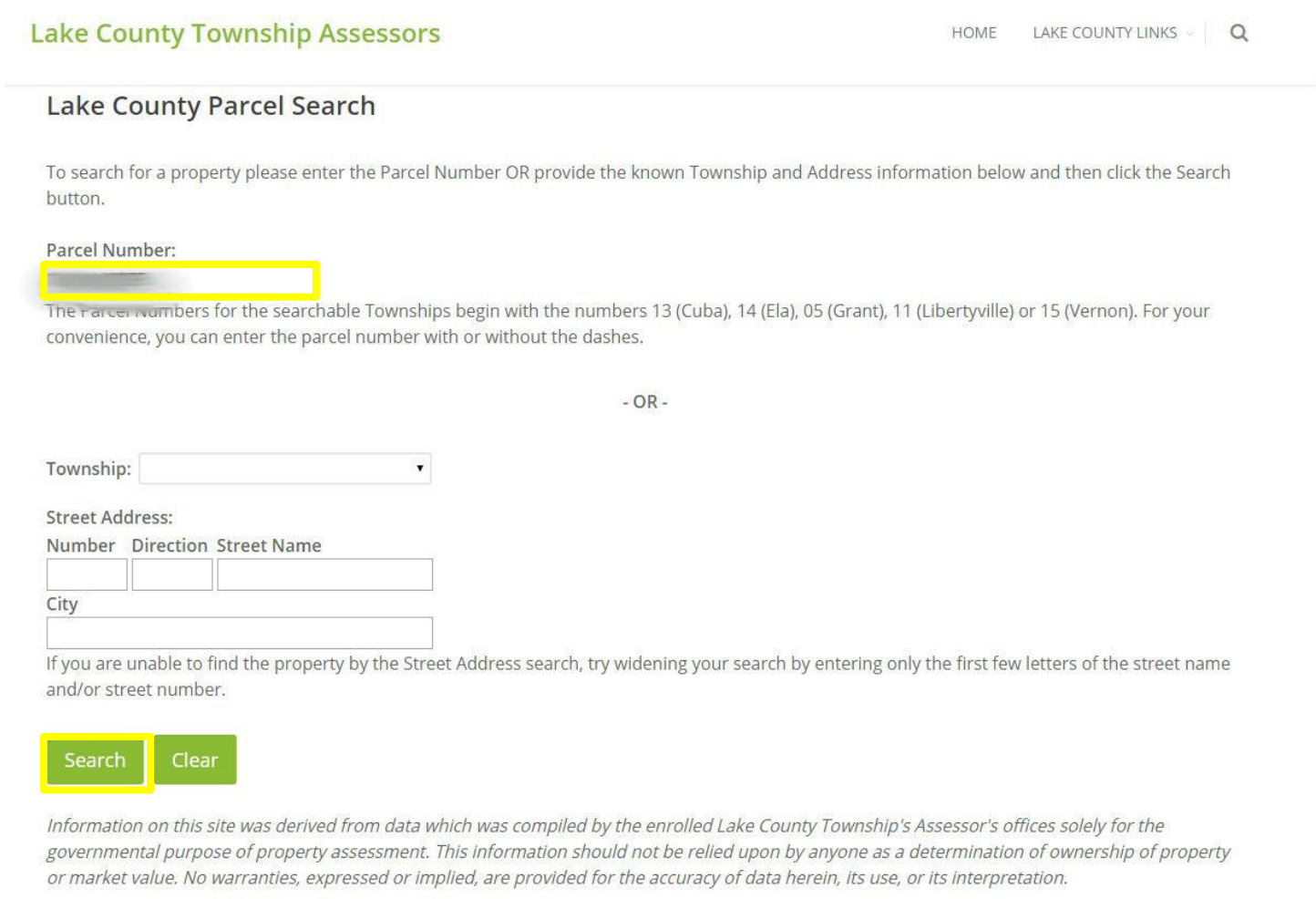
The next few pages provide detailed information on navigating the site to retrieve your property characteristics and to create comparable property grids as evidence for filing appeals based on recent sales or to determine equity.

Note: All documents uploaded on the Board of Review's SmartFile E-Filing Portal may be available for public view. Please redact personal information including email address and phone number.

Acknowledge the Site Disclaimer and you may Sign Up for the E-Newsletter

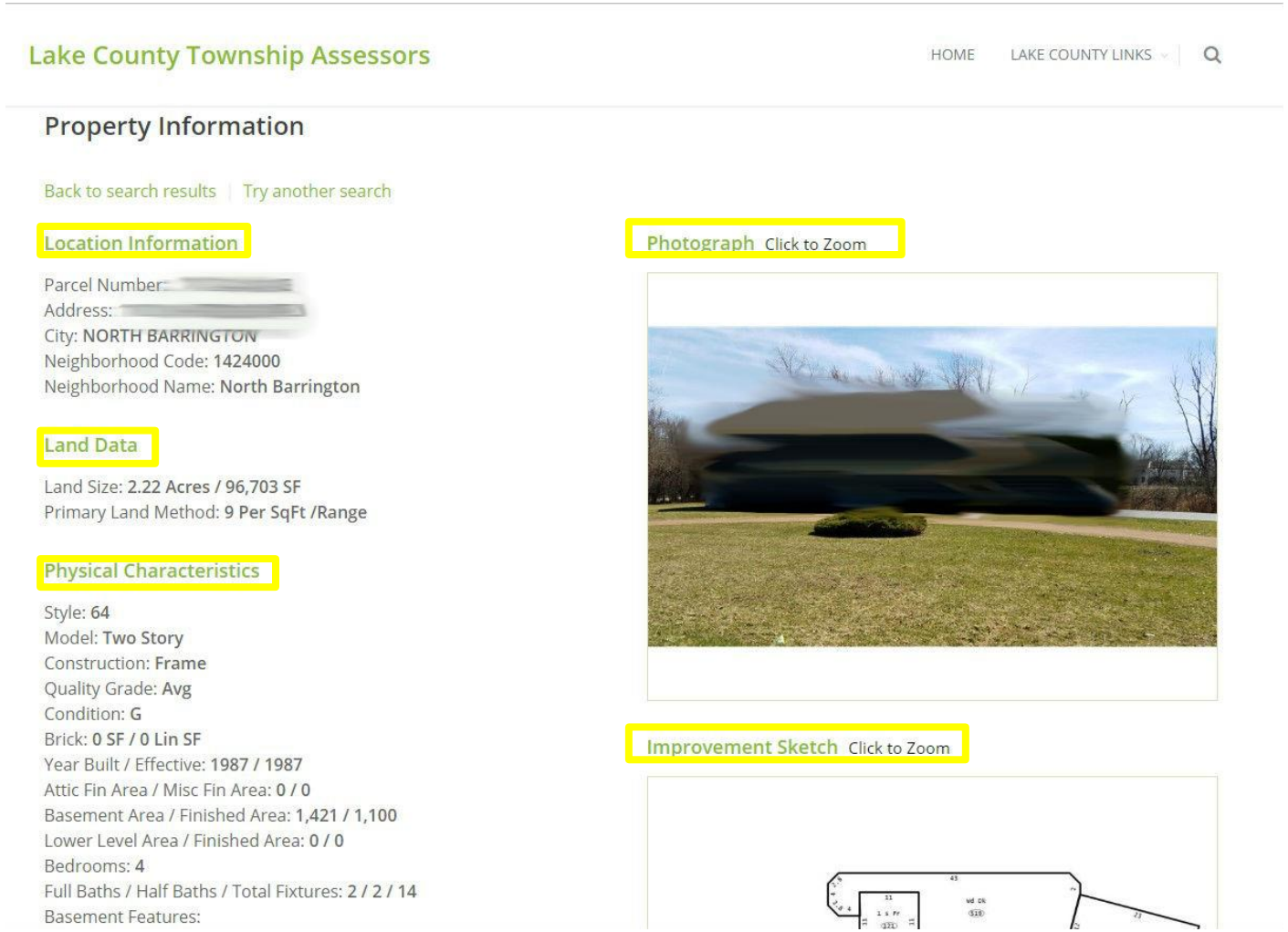


Enter PIN and Click "Search"

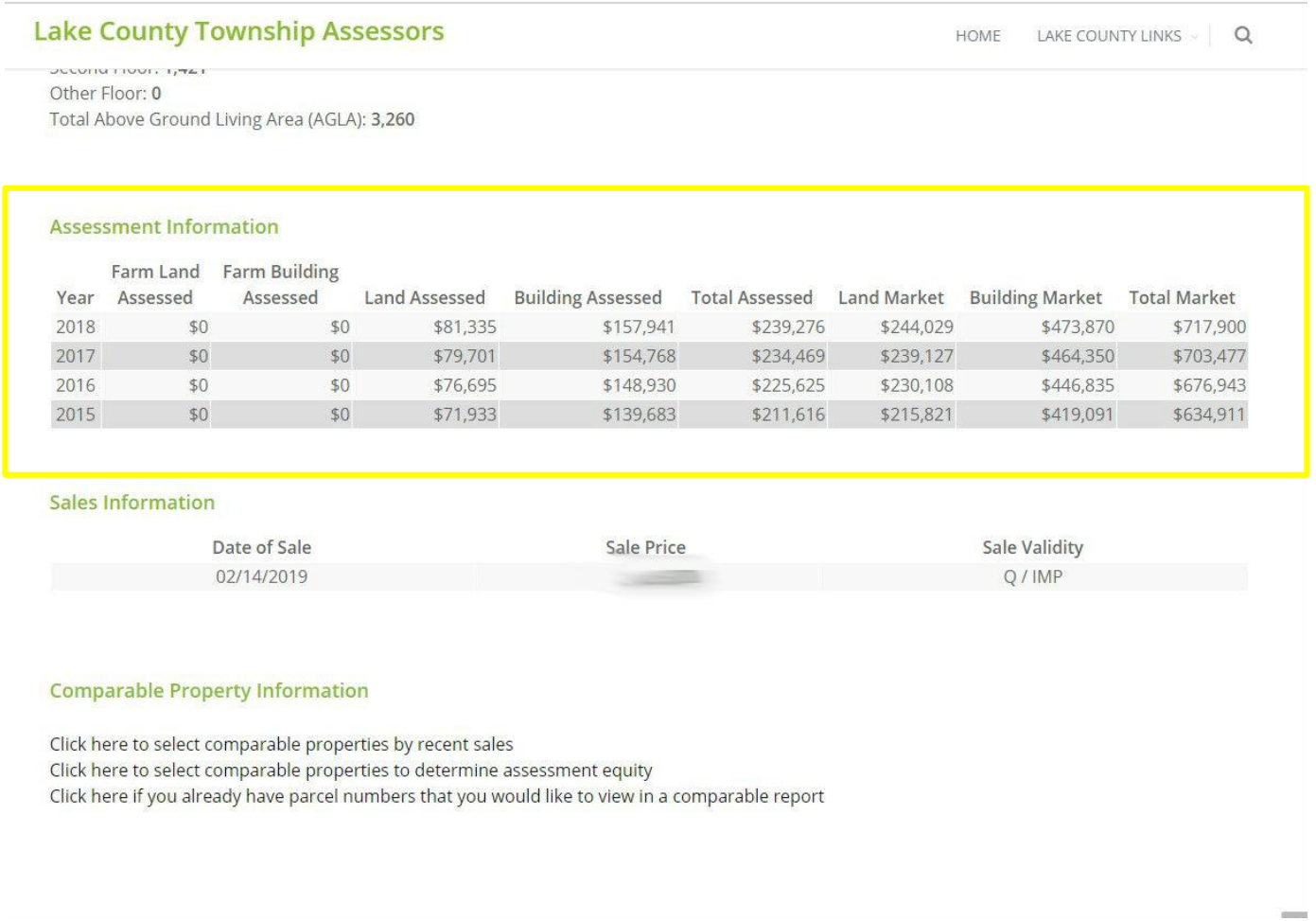


View your property information

- Closely review this information for accuracy.
- Call your local assessor's office for Factual Errors on physical characteristics of the property.
- You can scroll down the page for Assessment Information, Sales Information and to view your tax bill, exemption status and a map of your parcel.



Review Assessment Information



Lake County Township Assessors

HOME LAKE COUNTY LINKS

Other Floor: **0**
Total Above Ground Living Area (AGLA): **3,260**

Assessment Information

Year	Farm Land Assessed	Farm Building Assessed	Land Assessed	Building Assessed	Total Assessed	Land Market	Building Market	Total Market
2018	$0	$0	$81,335	$157,941	$239,276	$244,029	$473,870	$717,900
2017	$0	$0	$79,701	$154,768	$234,469	$239,127	$464,350	$703,477
2016	$0	$0	$76,695	$148,930	$225,625	$230,108	$446,835	$676,943
2015	$0	$0	$71,933	$139,683	$211,616	$215,821	$419,091	$634,911

Sales Information

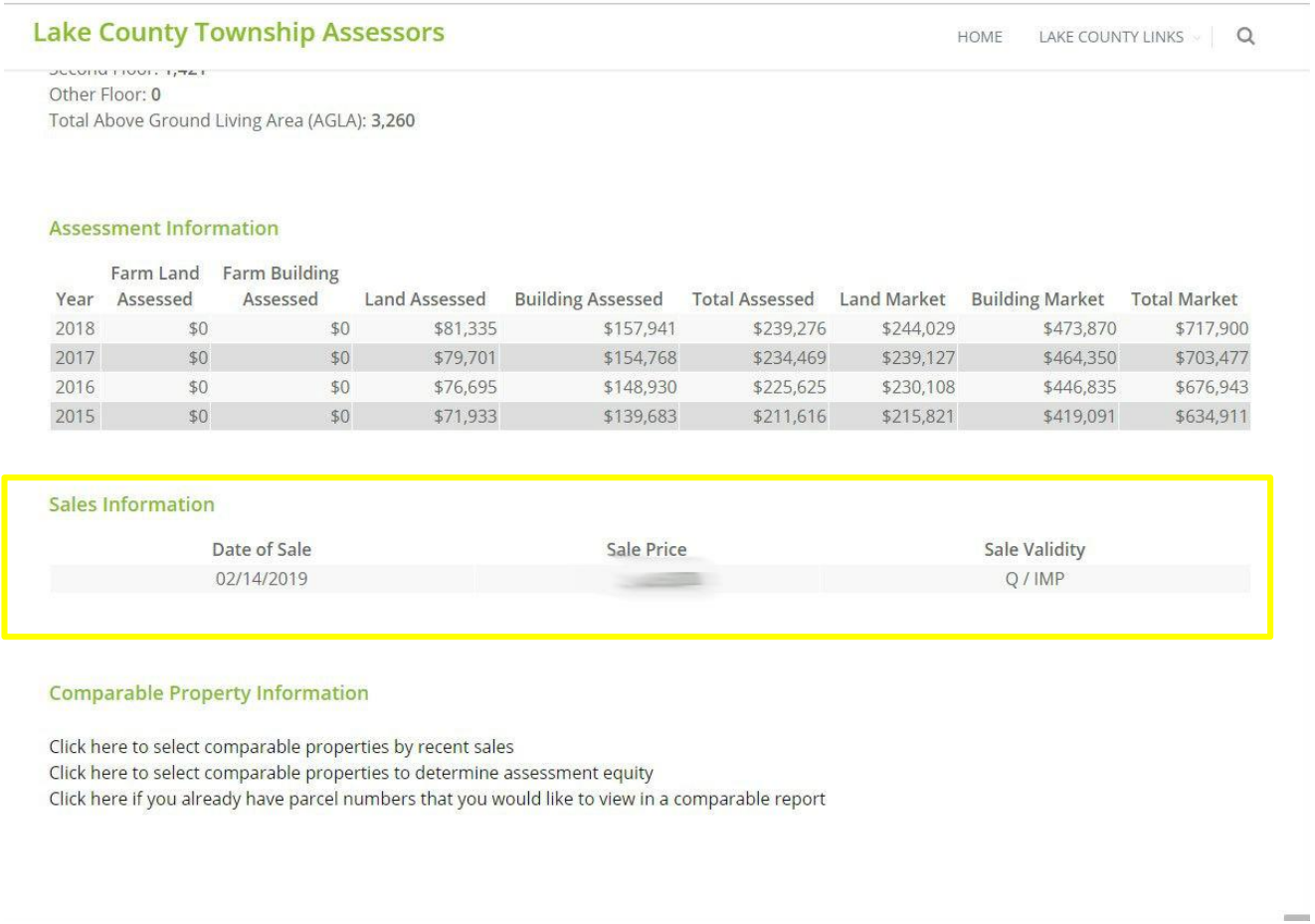
Date of Sale	Sale Price	Sale Validity
02/14/2019	[redacted]	Q / IMP

Comparable Property Information

Click here to select comparable properties by recent sales
Click here to select comparable properties to determine assessment equity
Click here if you already have parcel numbers that you would like to view in a comparable report

Review Sales Information

- If your reason for appeal is Recent Purchase of Property, the Sales Information is listed.
- The evidence to support your appeal includes your PTAX-203 form, MLS listing or Closed Client Listing Sheet, or other closing documents.



Lake County Township Assessors

HOME LAKE COUNTY LINKS

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Sales Information

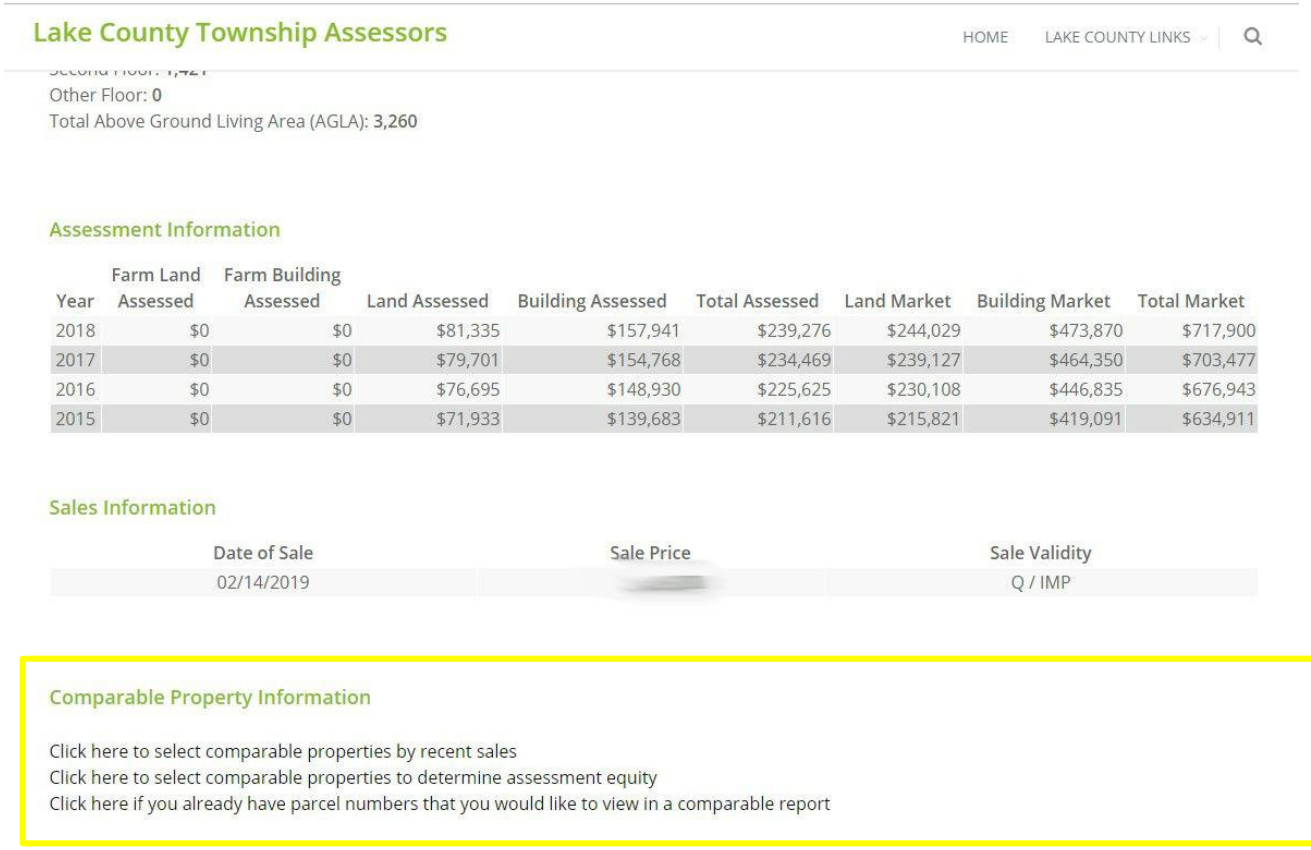
Date of Sale	Sale Price	Sale Validity
02/14/2019	[redacted]	Q / IMP

Comparable Property Information

Click here to select comparable properties by recent sales
Click here to select comparable properties to determine assessment equity
Click here if you already have parcel numbers that you would like to view in a comparable report

Review Comparable Property Information

- If your reason for appeal is Recent Sales Comparables or Equity of Assessments Comparable, your evidence grid may be created here.
- Create a grid according to your appeal. A custom grid is available if you have the parcel numbers (PIN).



Lake County Township Assessors

HOME LAKE COUNTY LINKS

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Sales Information

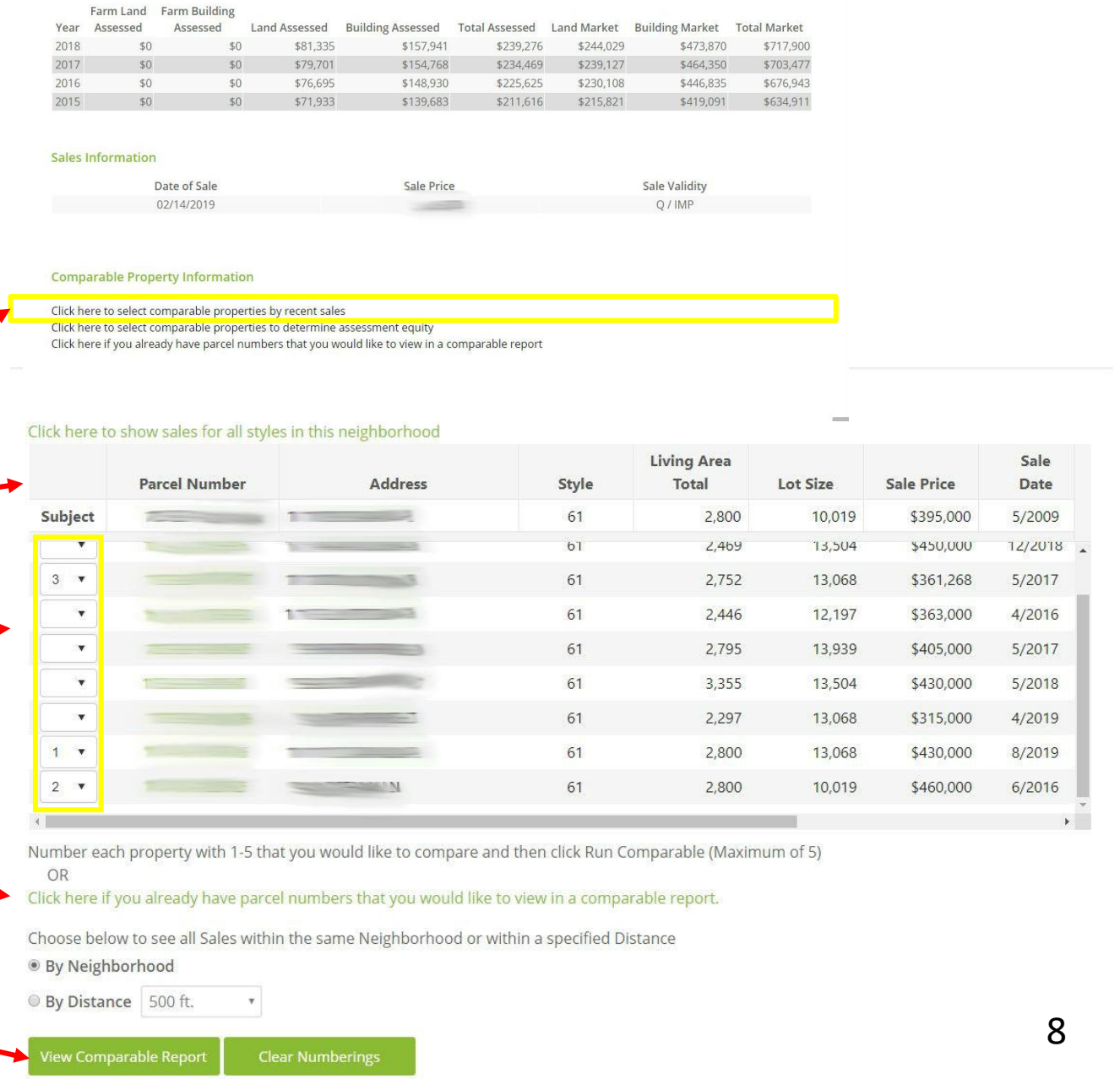
Date of Sale	Sale Price	Sale Validity
02/14/2019	[redacted]	Q / IMP

Comparable Property Information

Click here to select comparable properties by recent sales
Click here to select comparable properties to determine assessment equity
Click here if you already have parcel numbers that you would like to view in a comparable report

Creating a Grid For Comparable Sales

- Click to select comparable properties by recent sales.
- An automatically generated grid will appear.
- Select the subject properties you want to use for evidence.
- You can also add parcel numbers you want to add to the grid or select a specified distance to select comparables.
- Click View Comparable Report.



Year	Farm Land Assessed	Farm Building Assessed	Land Assessed	Building Assessed	Total Assessed	Land Market	Building Market	Total Market
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2017	$0	$0	$79,701	$154,768	$234,469	$239,127	$464,350	$703,477
2016	$0	$0	$76,695	$148,930	$225,625	$230,108	$446,835	$676,943
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Sales Information

Date of Sale	Sale Price	Sale Validity
02/14/2019	[redacted]	Q / IMP

Comparable Property Information

Click here to select comparable properties by recent sales
Click here to select comparable properties to determine assessment equity
Click here if you already have parcel numbers that you would like to view in a comparable report

Click here to show sales for all styles in this neighborhood

	Parcel Number	Address	Style	Living Area Total	Lot Size	Sale Price	Sale Date
Subject	[redacted]	[redacted]	61	2,800	10,019	$395,000	5/2009
	[redacted]	[redacted]	61	2,469	13,504	$450,000	12/2018
3	[redacted]	[redacted]	61	2,752	13,068	$361,268	5/2017
	[redacted]	[redacted]	61	2,446	12,197	$363,000	4/2016
	[redacted]	[redacted]	61	2,795	13,939	$405,000	5/2017
	[redacted]	[redacted]	61	3,355	13,504	$430,000	5/2018
	[redacted]	[redacted]	61	2,297	13,068	$315,000	4/2019
1	[redacted]	[redacted]	61	2,800	13,068	$430,000	8/2019
2	[redacted]	[redacted]	61	2,800	10,019	$460,000	6/2016

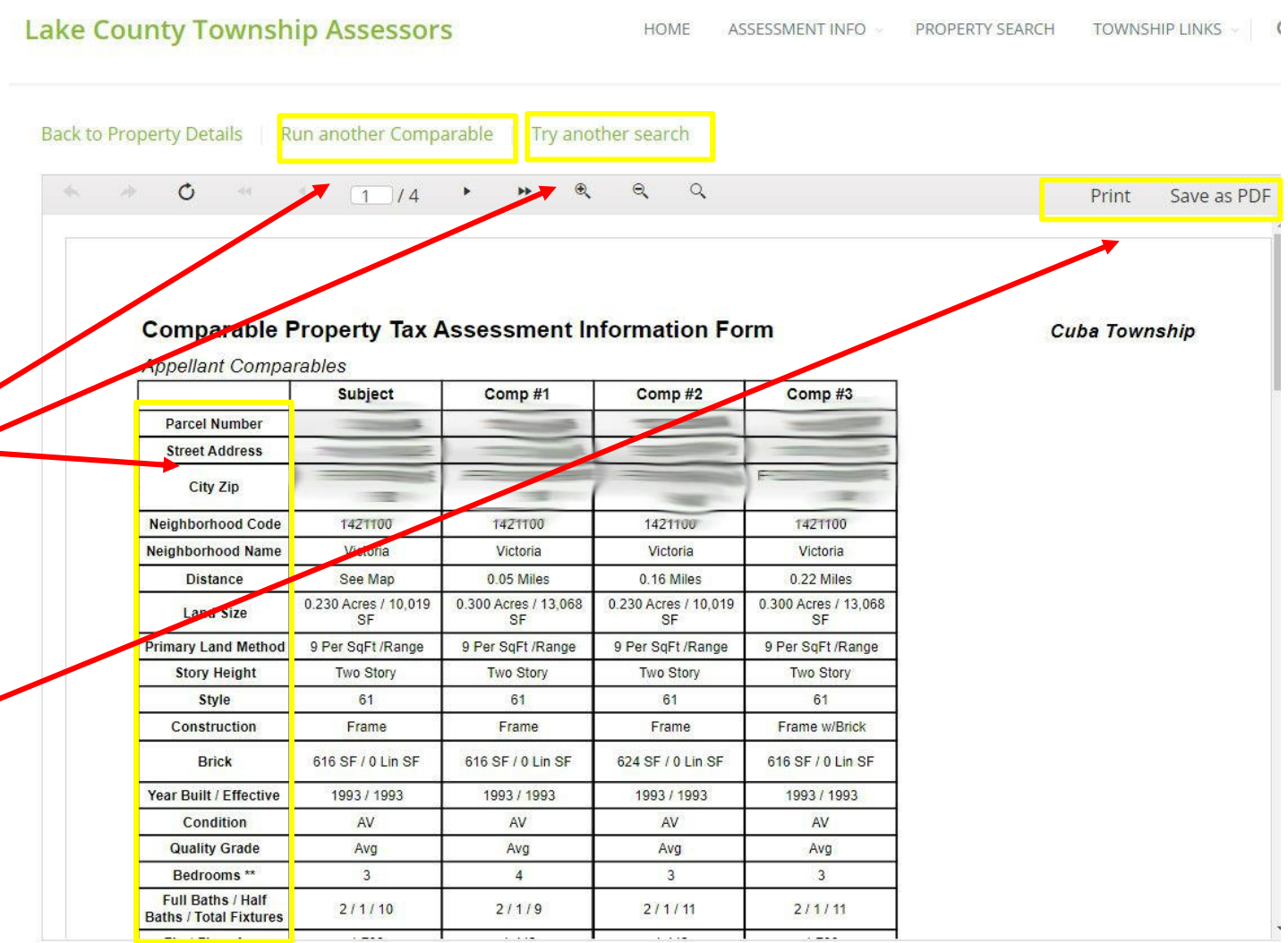
Number each property with 1-5 that you would like to compare and then click Run Comparable (Maximum of 5)
OR
Click here if you already have parcel numbers that you would like to view in a comparable report.

Choose below to see all Sales within the same Neighborhood or within a specified Distance
By Neighborhood
By Distance 500 ft.

View Comparable Report | Clear Numberings

Your Grid is Ready to Print and to Save as Evidence

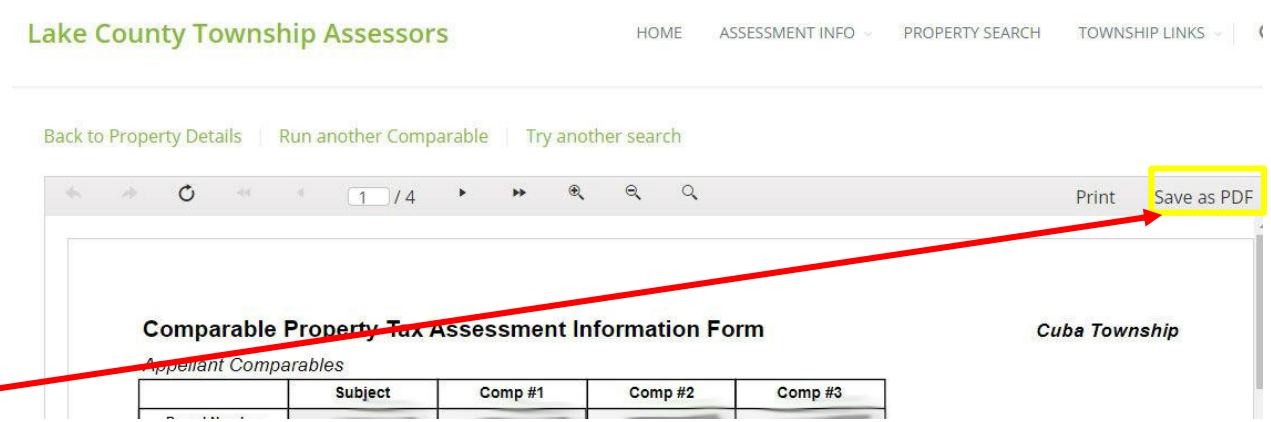
- Your property grid will list property characteristics, an exterior sketch of the residence, and a photo (if available).
- You can modify your search or run another comparable report.
- If you are filing an appeal based on sales comparables or uniformity, please save your PDF (evidence) to upload when you file your appeal.

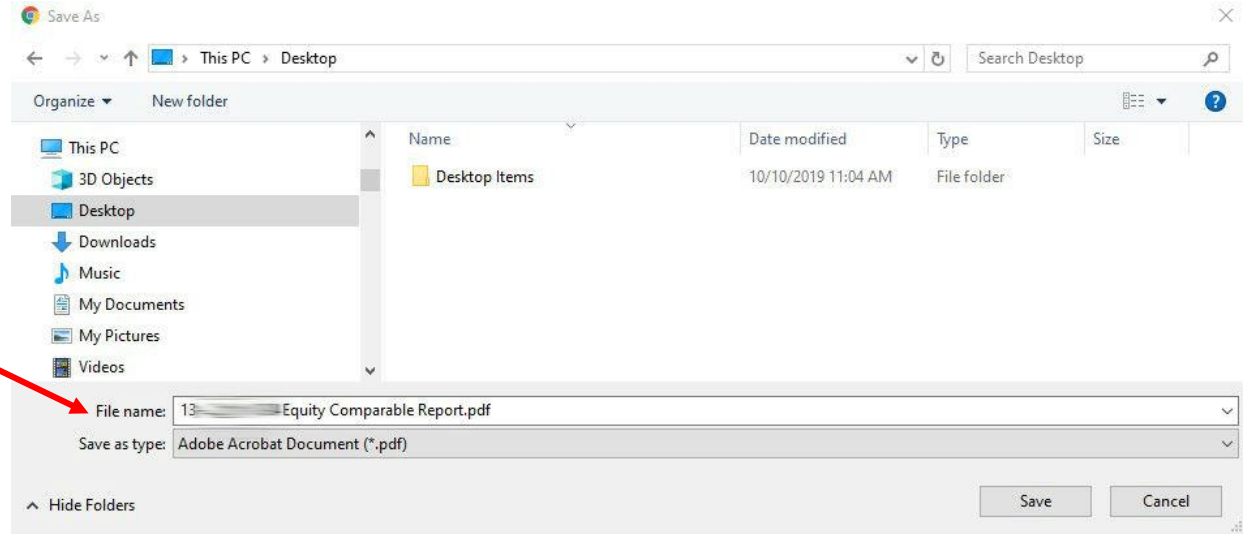


	Subject	Comp #1	Comp #2	Comp #3
Parcel Number				
Street Address				
City Zip				
Neighborhood Code	1421100	1421100	1421100	1421100
Neighborhood Name	Victoria	Victoria	Victoria	Victoria
Distance	See Map	0.05 Miles	0.16 Miles	0.22 Miles
Land Size	0.230 Acres / 10,019 SF	0.300 Acres / 13,068 SF	0.230 Acres / 10,019 SF	0.300 Acres / 13,068 SF
Primary Land Method	9 Per SqFt /Range	9 Per SqFt /Range	9 Per SqFt /Range	9 Per SqFt /Range
Story Height	Two Story	Two Story	Two Story	Two Story
Style	61	61	61	61
Construction	Frame	Frame	Frame	Frame w/Brick
Brick	616 SF / 0 Lin SF	616 SF / 0 Lin SF	624 SF / 0 Lin SF	616 SF / 0 Lin SF
Year Built / Effective	1993 / 1993	1993 / 1993	1993 / 1993	1993 / 1993
Condition	AV	AV	AV	AV
Quality Grade	Avg	Avg	Avg	Avg
Bedrooms **	3	4	3	3
Full Baths / Half Baths / Total Fixtures	2 / 1 / 10	2 / 1 / 9	2 / 1 / 11	2 / 1 / 11

Save Your Grid as Evidence

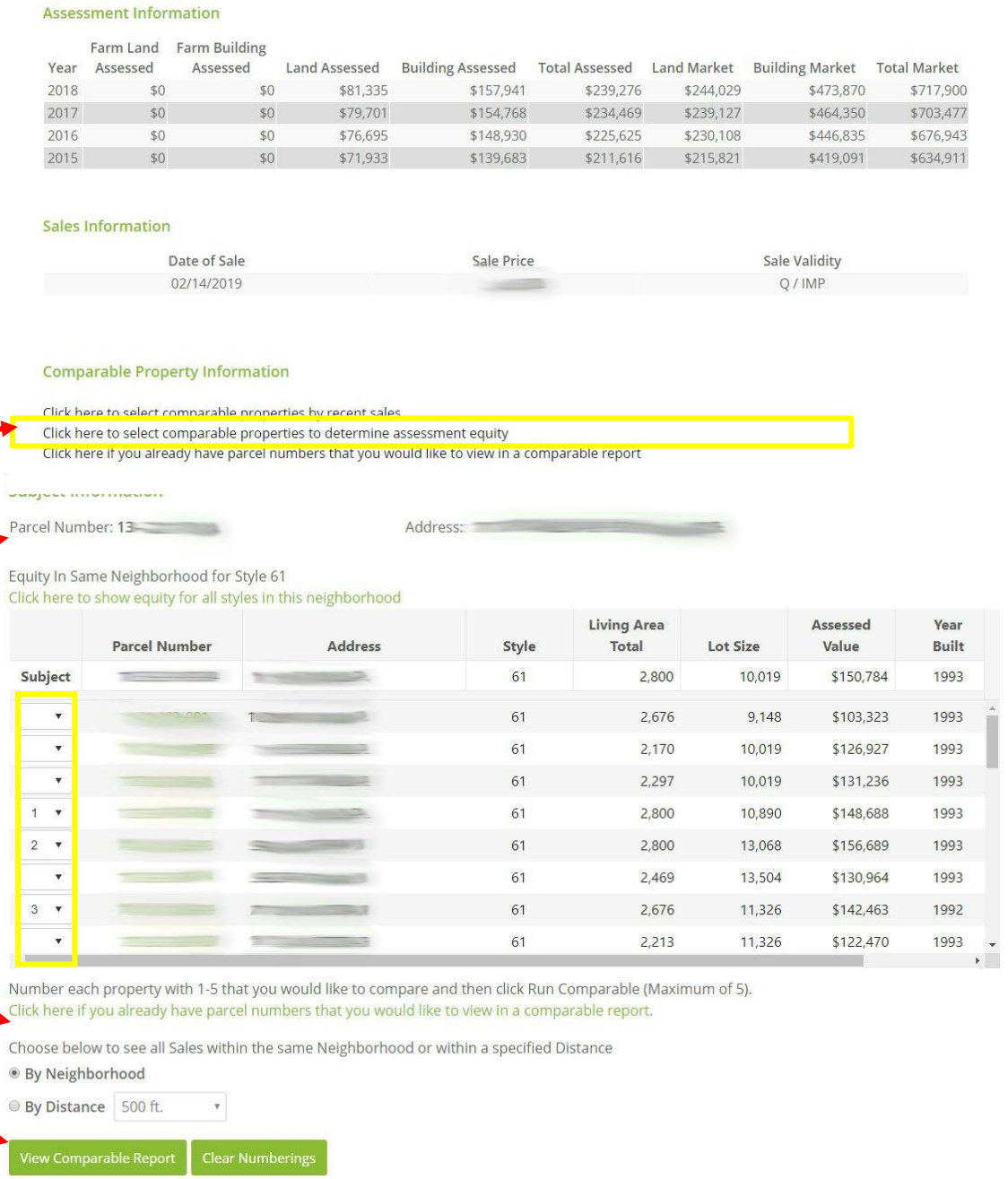
- Click Save as PDF
- The grid is automatically named as the 10-digit PIN and type of grid (Sales or Equity Comparable)
- Now you are ready to upload your evidence grid when you file online.





Creating a Grid For Equity of Assessments

- Click to select comparable properties by assessment equity.
- An automatically generated grid will appear.
- Select the subject properties you want to use for evidence.
- You can also add parcel numbers you want to add to the grid or select a specified distance to select comparables.
- Click View Comparable Report.



Assessment Information

Year	Farm Land Assessed	Farm Building Assessed	Land Assessed	Building Assessed	Total Assessed	Land Market	Building Market	Total Market
2018	$0	$0	$81,335	$157,941	$239,276	$244,029	$473,870	$717,900
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Sales Information

Date of Sale	Sale Price	Sale Validity
02/14/2019	[redacted]	Q / IMP

Comparable Property Information

Click here to select comparable properties by recent sales

Click here to select comparable properties to determine assessment equity

Click here if you already have parcel numbers that you would like to view in a comparable report

Parcel Number: 13[redacted] Address: [redacted]

Equity In Same Neighborhood for Style 61

Click here to show equity for all styles in this neighborhood

	Parcel Number	Address	Style	Living Area Total	Lot Size	Assessed Value	Year Built
Subject	[redacted]	[redacted]	61	2,800	10,019	$150,784	1993
	[redacted]	[redacted]	61	2,676	9,148	$103,323	1993
	[redacted]	[redacted]	61	2,170	10,019	$126,927	1993
	[redacted]	[redacted]	61	2,297	10,019	$131,236	1993
1	[redacted]	[redacted]	61	2,800	10,890	$148,688	1993
2	[redacted]	[redacted]	61	2,800	13,068	$156,689	1993
	[redacted]	[redacted]	61	2,469	13,504	$130,964	1993
3	[redacted]	[redacted]	61	2,676	11,326	$142,463	1992
	[redacted]	[redacted]	61	2,213	11,326	$122,470	1993

Number each property with 1-5 that you would like to compare and then click Run Comparable (Maximum of 5).

Click here if you already have parcel numbers that you would like to view in a comparable report.

Choose below to see all Sales within the same Neighborhood or within a specified Distance

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By Distance 500 ft.

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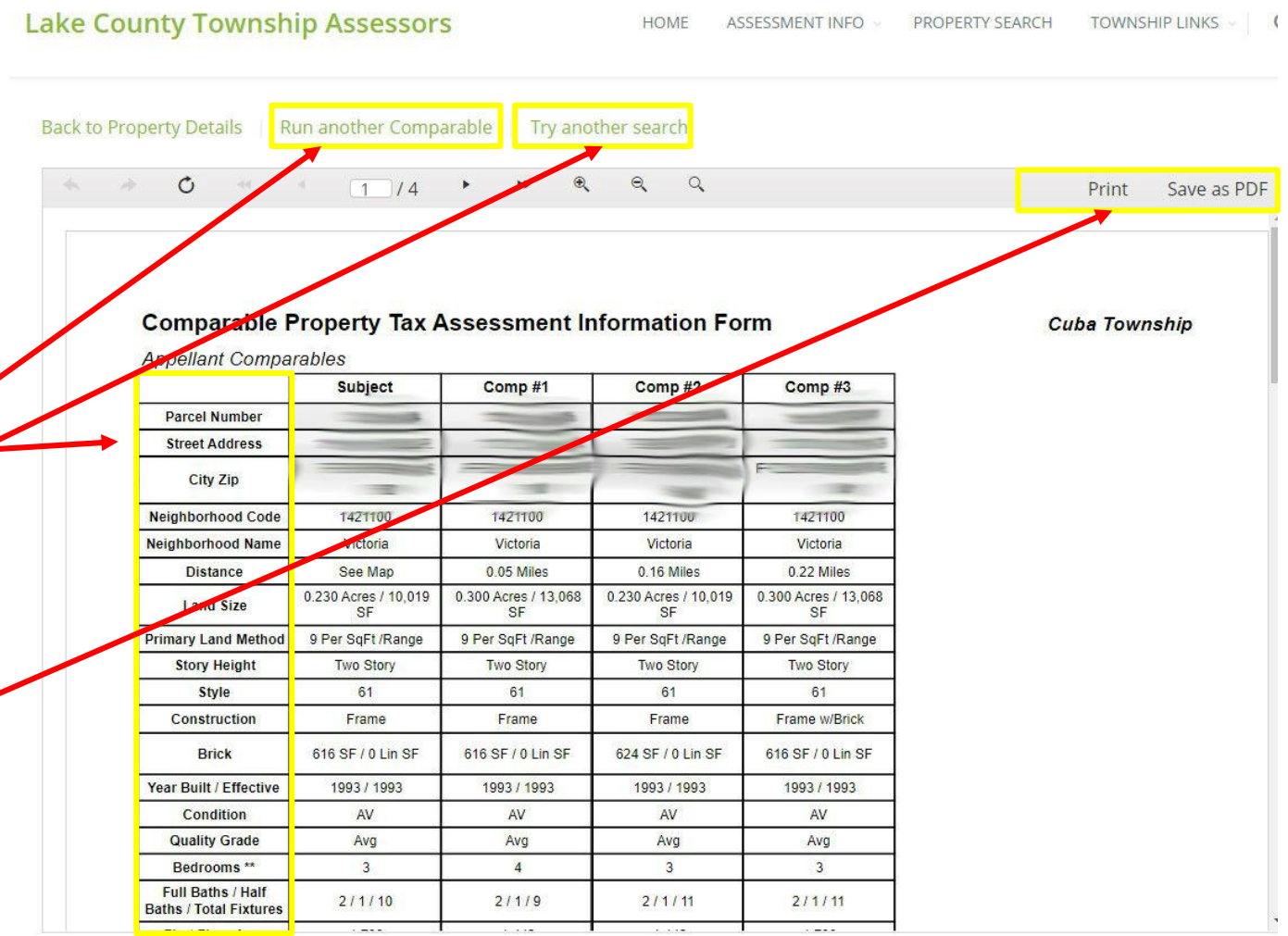

	Subject	Comp #1	Comp #2	Comp #3
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Street Address				
City Zip				
Neighborhood Code	1421100	1421100	1421100	1421100
Neighborhood Name	Victoria	Victoria	Victoria	Victoria
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Primary Land Method	9 Per SqFt /Range	9 Per SqFt /Range	9 Per SqFt /Range	9 Per SqFt /Range
Story Height	Two Story	Two Story	Two Story	Two Story
Style	61	61	61	61
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Brick	616 SF / 0 Lin SF	616 SF / 0 Lin SF	624 SF / 0 Lin SF	616 SF / 0 Lin SF
Year Built / Effective	1993 / 1993	1993 / 1993	1993 / 1993	1993 / 1993
Condition	AV	AV	AV	AV
Quality Grade	Avg	Avg	Avg	Avg
Bedrooms **	3	4	3	3
Full Baths / Half Baths / Total Fixtures	2 / 1 / 10	2 / 1 / 9	2 / 1 / 11	2 / 1 / 11

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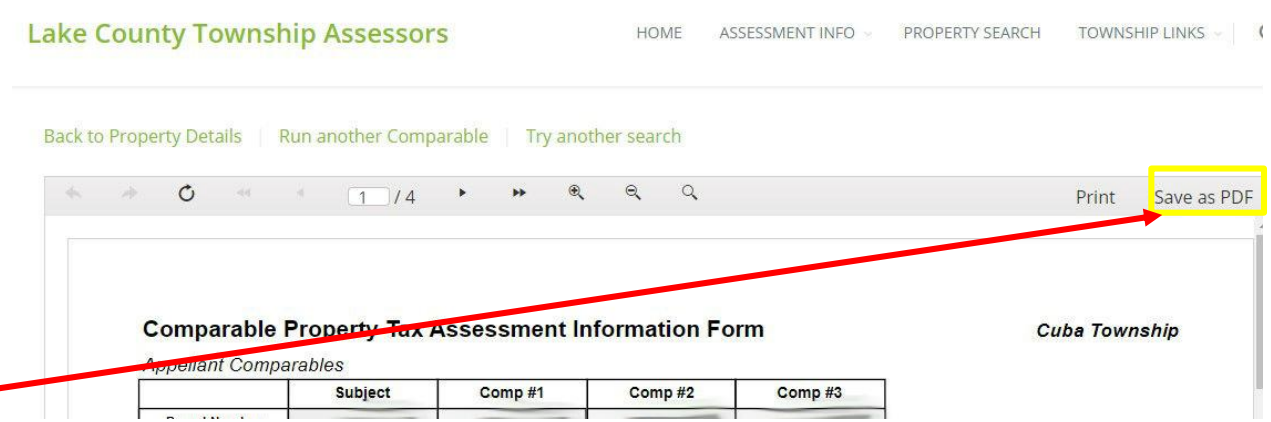
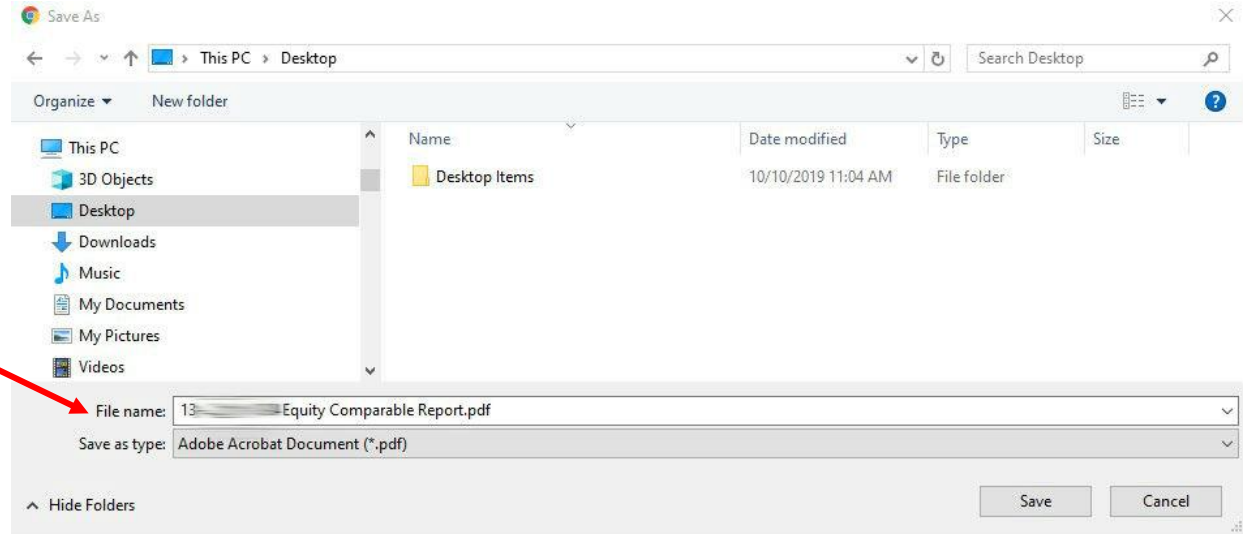




Next Step: Determine the Reason for Your Appeal

- Factual Error (e.g. incorrect square footage or other property characteristics)
- Recent Appraisal – You obtained an appraisal effective January 2019
- Recent Purchase of Property – You purchased the subject property in 2018 or 2019 and the sale price is less than the Assessed Market Value listed in the Assessment Notice.
- Recent Sales Comparables – The sales price per AGLA (above grade living area) of recent sales in your neighborhood is less than the market value per AGLA of your subject property.
- Equity of Assessments Comparables – The building assessment per AGLA of your subject property is greater than the AGLA of comparable properties in your neighborhood.
- Matters of Law

Gather Evidence For Your Appeal Reason

Reason for Appeal	Evidence
Factual errors	Must include a Property Record Card, statement highlighting incorrect and correct data and requires Assessor access to property. Please contact your Township Assessor's Office for a Property Record Card.
Recent Appraisal	Provide a 2019 appraisal demonstrating the Market Value is less than the Market Value on your Assessment Notice.
Recent Purchase of Property	PTAX-203 Real Estate Transfer Form, MLS listing or Closed Client Listing Sheet, or other closing documents.
Recent Sales Comparables	Go to the IMSLake.org and select your comparables based on recent sales. Save the IMSLake Grid as evidence to upload on SmartFile.
Equity of Assessments Comparables	Go to the IMSLake.org and select your comparables based on uniformity. Save the IMSLake Grid as evidence to upload on SmartFile.
Matters of Law	Written statement listing your matters of law.

View Lake County's Assessment Appeal Video

- Watch the Video
- Gather your evidence and save it in a folder on your computer for easy access when filing online.

Link to the 2019 Board of Review Rules

Township	Date of Publication
Cuba	10/24/2019
Grant	10/24/2019
Libertyville	10/24/2019
Vernon	10/31/2019
Ela	10/31/2019

Township	Final Filing Dates
Cuba	11/23/2019
Grant	11/23/2019
Libertyville	11/23/2019
Vernon	11/30/2019
Ela	11/30/2019

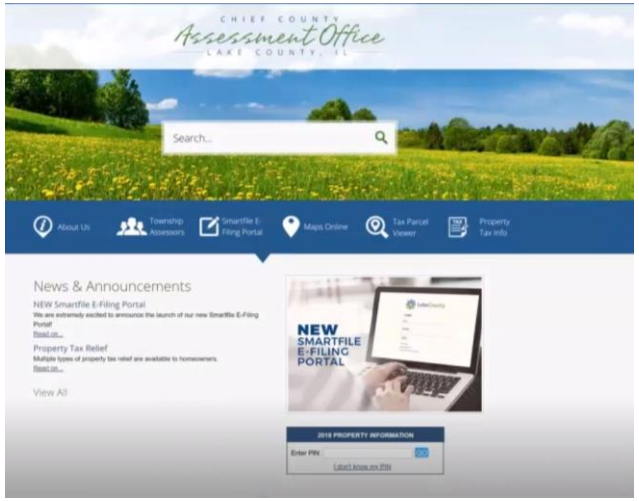
*Evidence must be submitted at time of filing except Appraisals. They must be filed within (14) calendar days of filing deadline for residential and (30) days for industrial and commercial.

**All 2019 Appeals and evidence may be published on the Lake County Chief County Assessor's website.

Read the 2019 Board of Review Rules and Important Filing Date Information

Register to File on Lake County's SmartFile Portal

1



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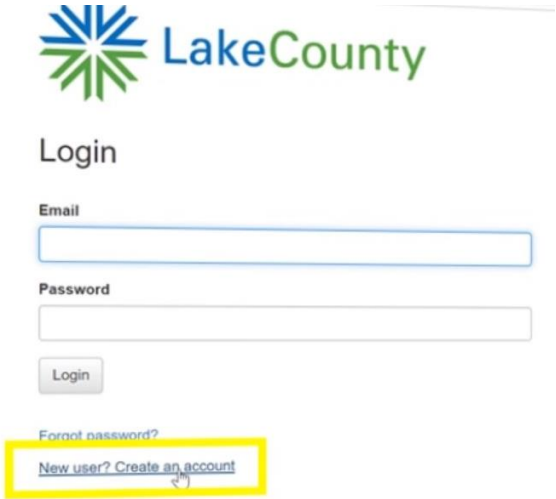
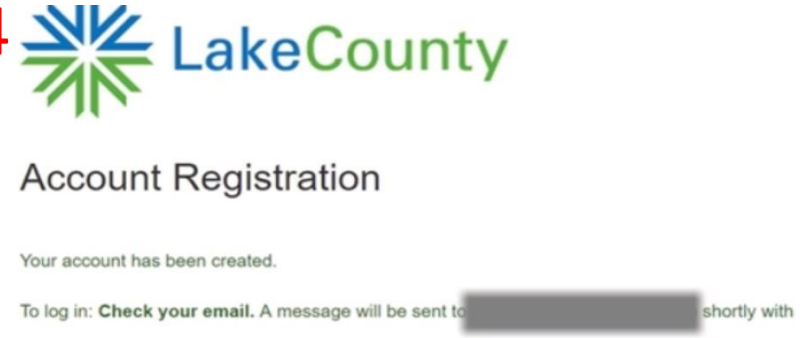
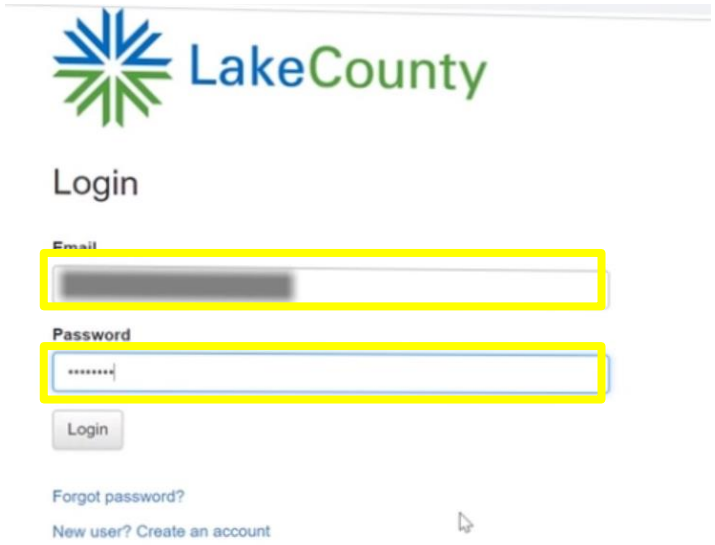


https://lakecountyilpaefile.tylertech.com/lake_il_sf

3

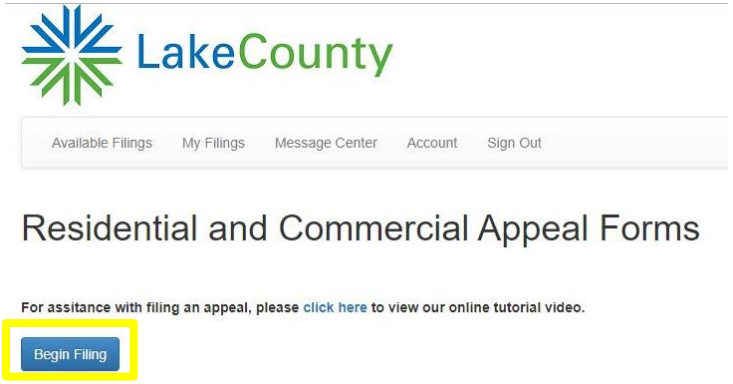
4





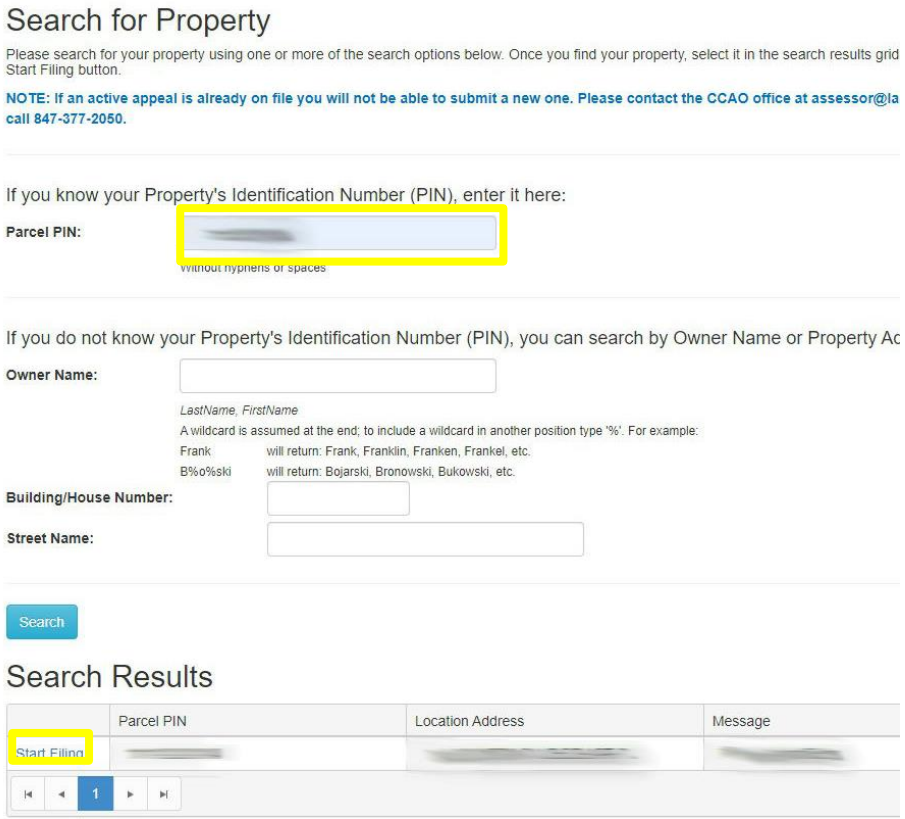
Enter email and password

Select Assessment Appeal

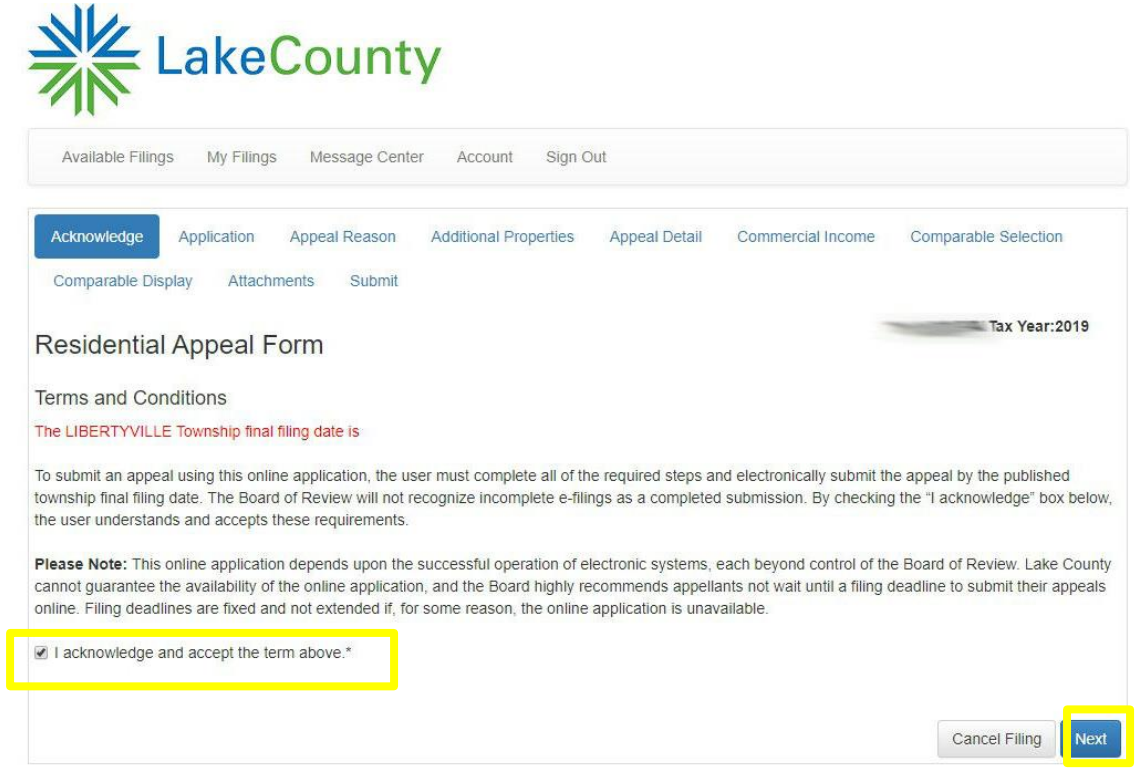


Click Begin Filing Tab

Begin Filing Your Appeal

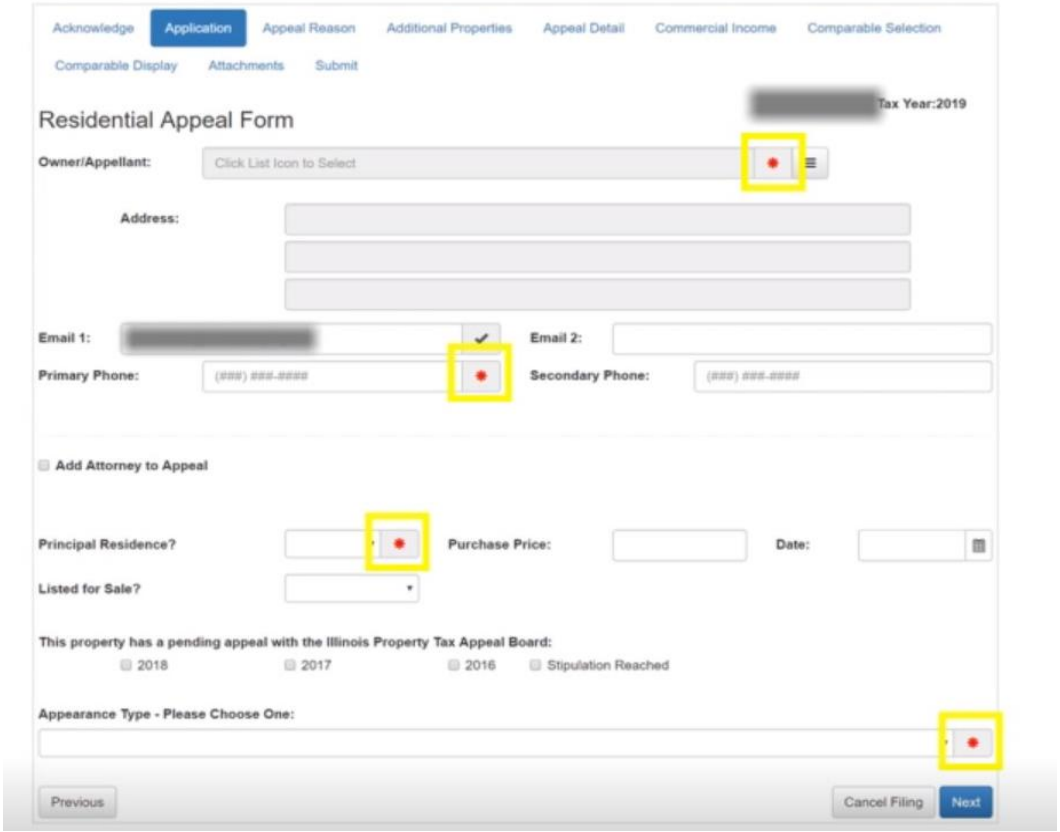


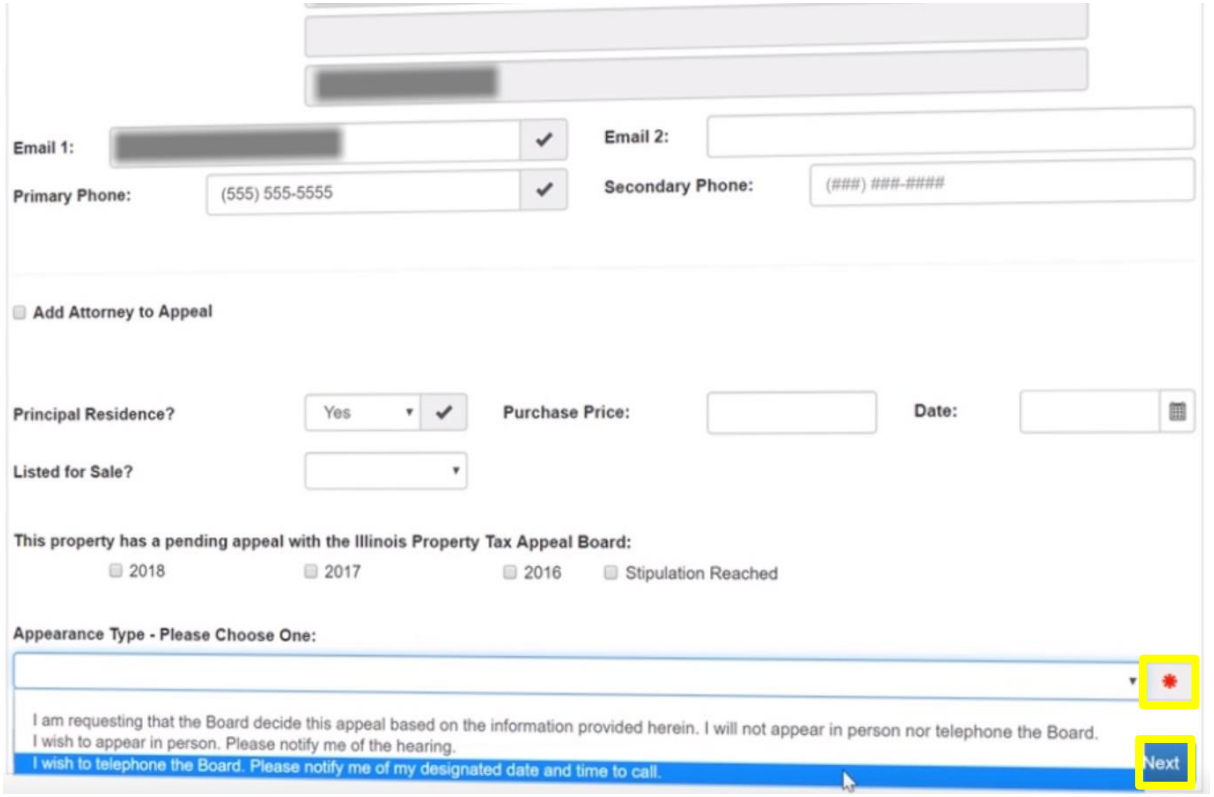
Enter your 10-digit PIN and click Start Filing



Acknowledge and accept terms and click Next

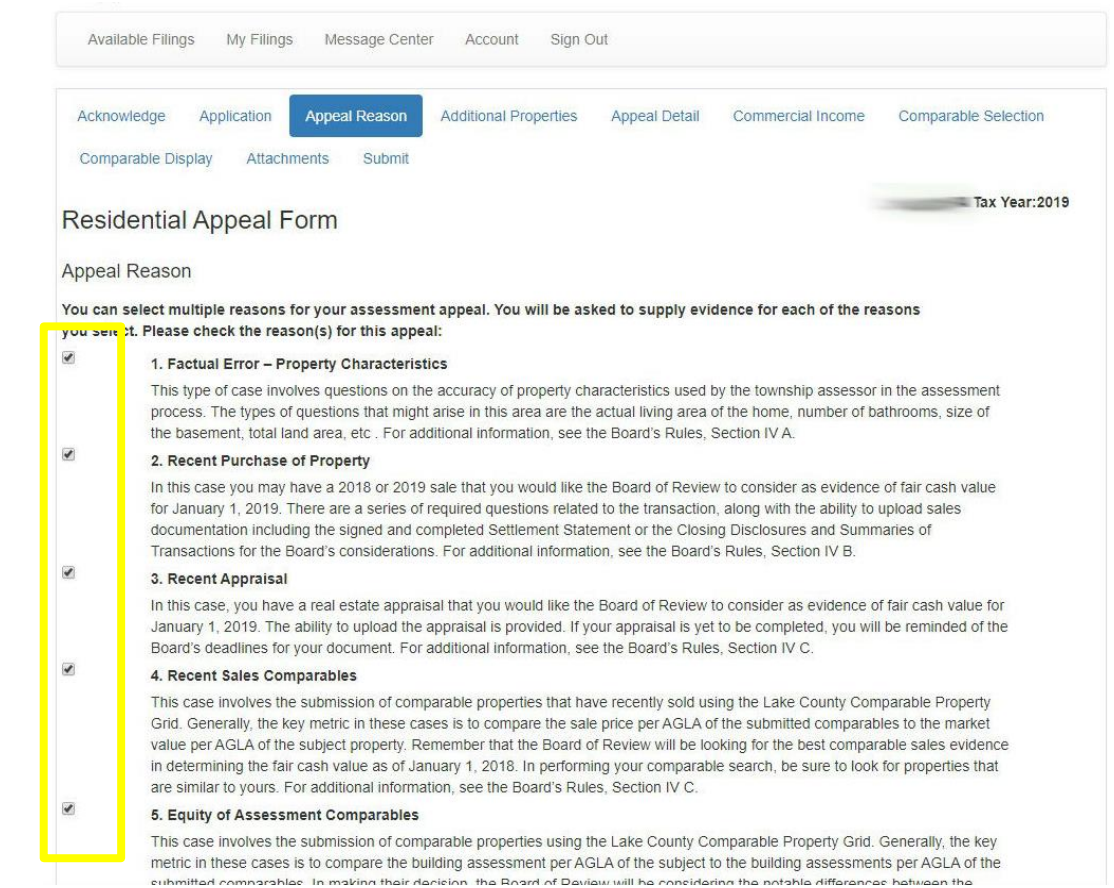
Enter Subject Property and Accept Terms

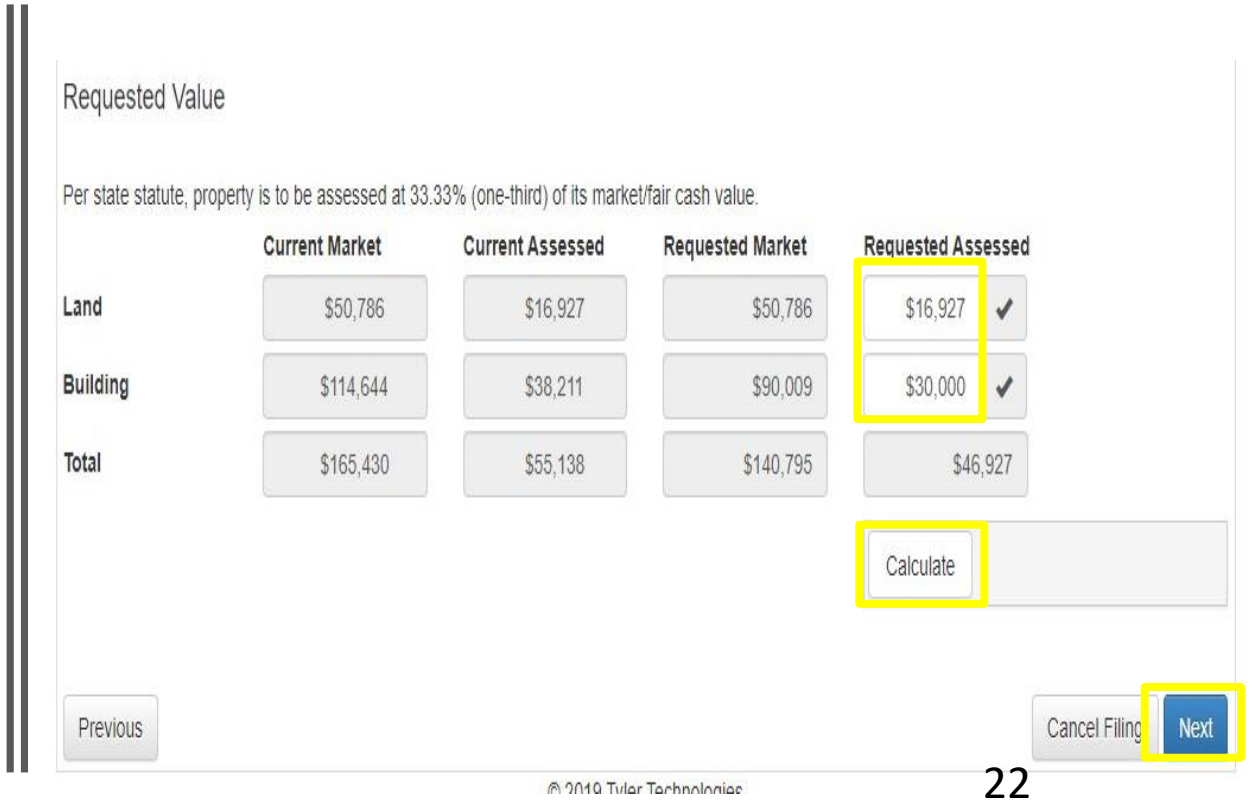


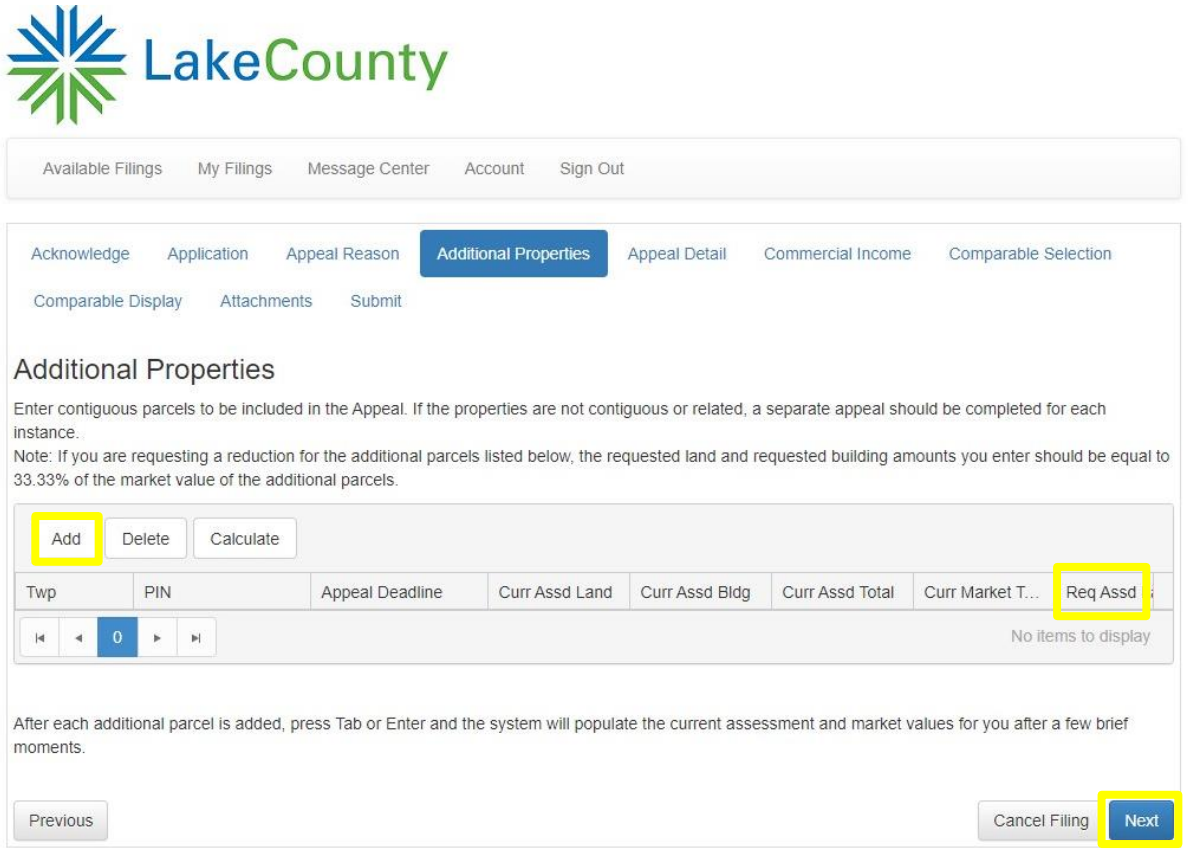


Complete Contact Form and Select Appearance Type

Choose Appeal Reason and Enter Requested Market Value

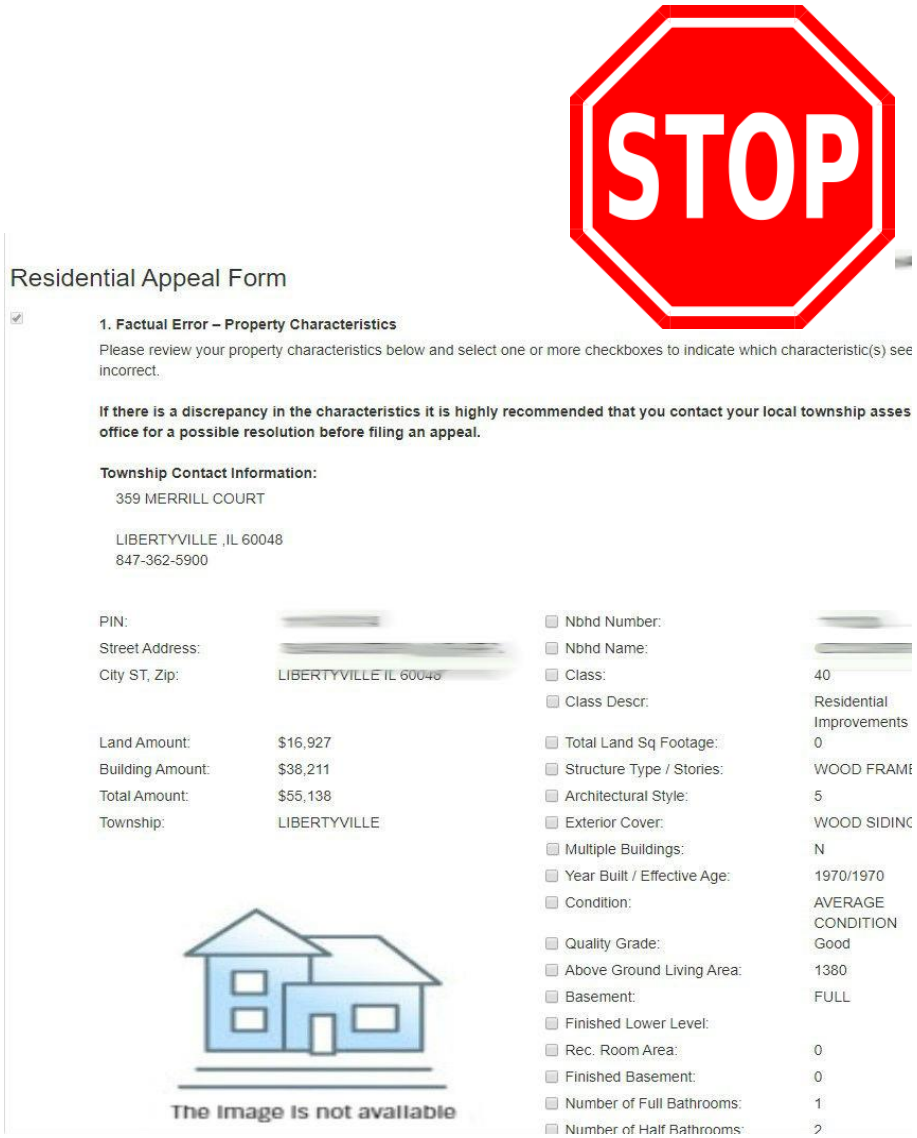






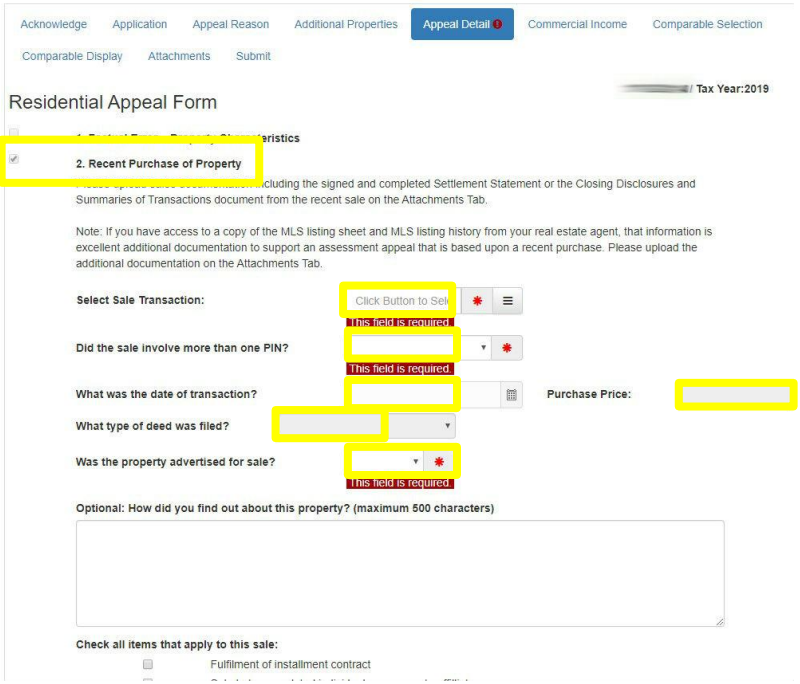
Add Additional PINS if Applicable

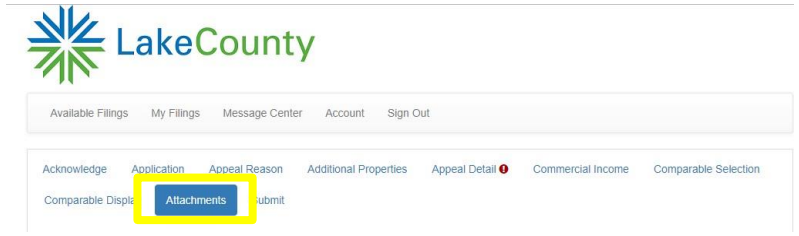
Otherwise click next

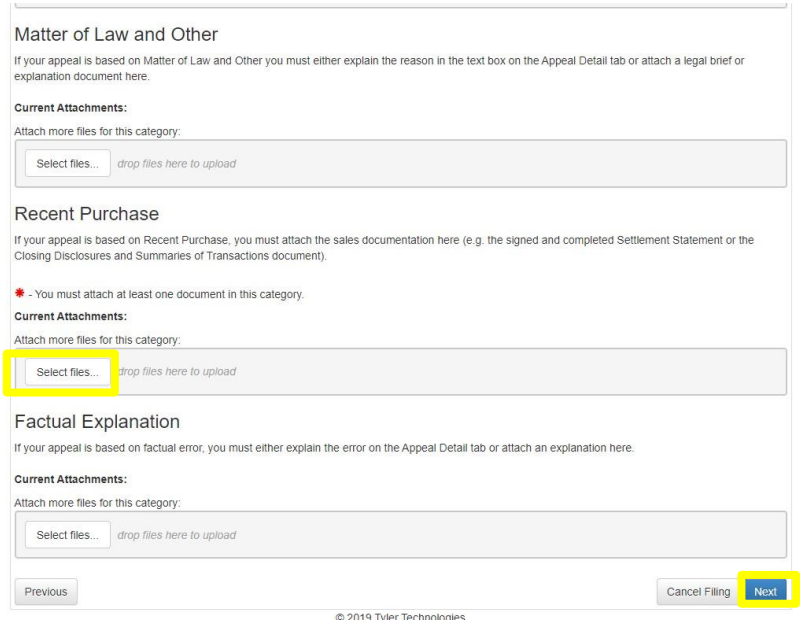


Appeal – Factual Error

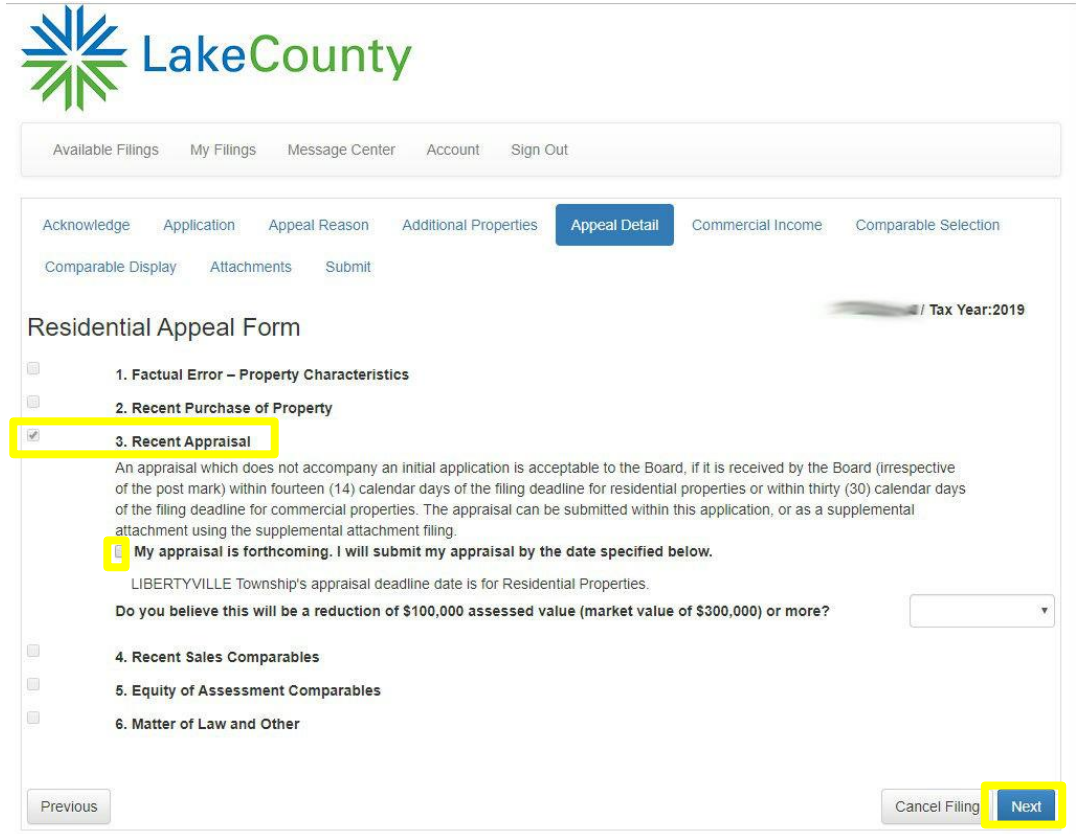
- Go to IMSLake.org to confirm the most current property characteristics. Call your local assessor if there are any errors.
- Factual Error appeals are generally resolved in the local assessors' office.

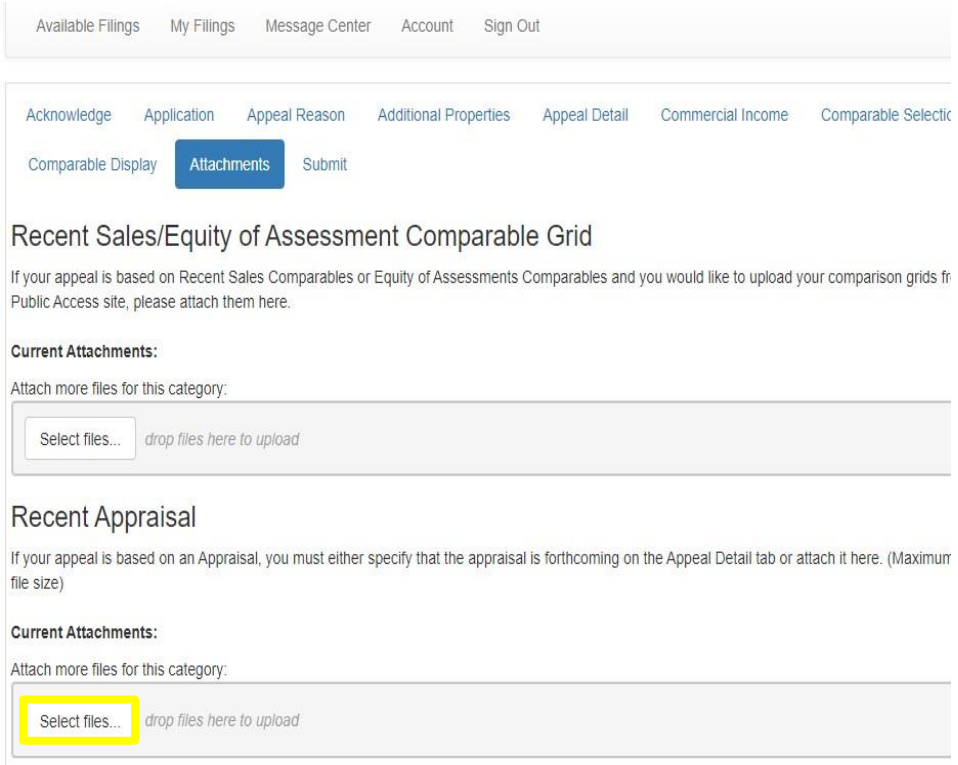






Appeal – Recent Purchase of Property

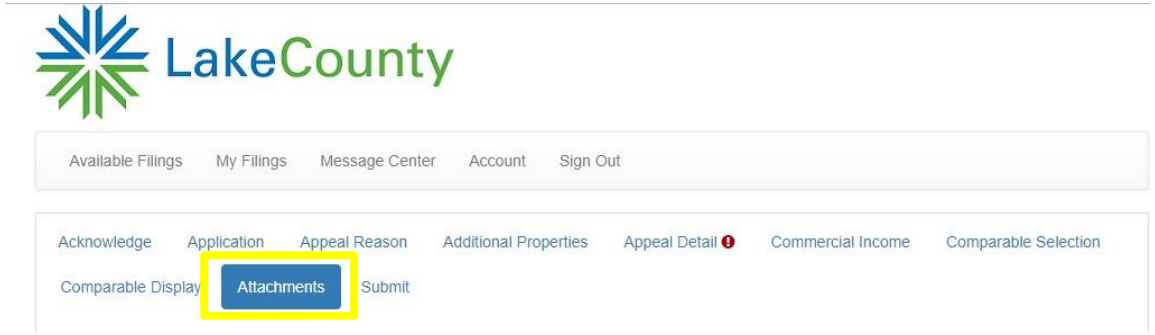




Appeal – Recent Appraisal

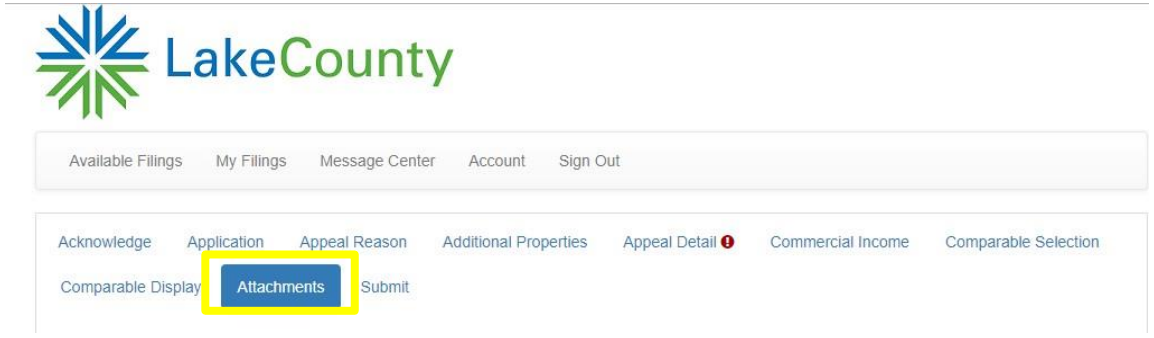
Appeal – Comparable Sales

- Comparable grids for Cuba, Ela, Grant, Libertyville and Vernon Townships are available on IMSLake.org.
- Earlier slides demonstrated how to create the grid and save it to your computer.
- Instead of hitting “Next” proceed to the Attachments tab and upload your grid and any other evidence you may have.



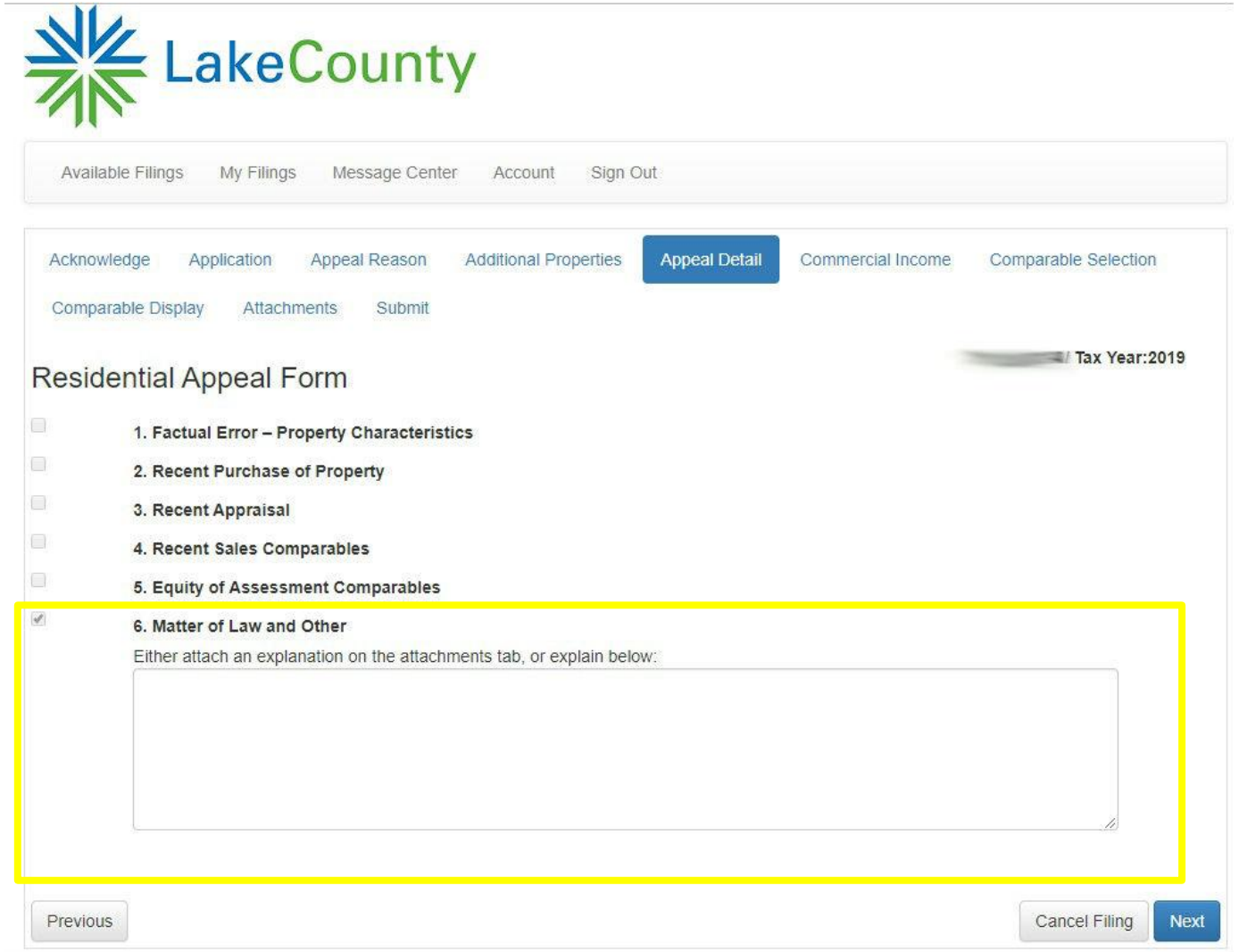
Appeal – Equity of Assessments

- Comparable grids for Cuba, Ela, Grant, Libertyville and Vernon Townships are available on IMSLake.org.
- Earlier slides demonstrated how to create the grid and save it to your computer.
- Instead of hitting “Next” proceed to the Attachments tab and upload your grid and any other evidence you may have.



Appeal - Matters of Law

Either attach an explanation in the Attachments tab or explain your reason below.



Call for more information

IMS Lake County Assessor's Offices	
Cuba Township Assessor's Office Rebecca M. Tonigan	847-381-1120 info@cubaassessoril.gov
Ela Township Assessor's Office John Barrington	847-438-8370 jbarrington@elaassessor.org
Grant Township Assessor's Office Jeri Barr	847-546-8880 jbarr@granttwpassessor.com
Libertyville Township Assessor's Office Christine G. Feeney	847-362-5900 info@libertyvilleassessor.com
Vernon Township Assessor's Office Gary P. Raupp	847-634-4602 graupp@vernonassessor.com