

HOW TO FILE A SALES ONLINE APPEAL WITH THE COOK COUNTY ASSESSOR'S OFFICE

All online appeals must be submitted by **October 15, 2020 at 5:00 pm.**

You may **register** and **file** your appeal online at <https://propertytaxfilings.cookcountyil.gov/>

1. First you must create an account with an **email address** and **password**. Password requires 8 character minimum and is case sensitive. You will receive a confirmation email to "**Activate Your Account**" sent by DoNotReply@cookcountyil.gov. Click on the link to complete registration process.
2. **Login** in with **email** and **password**
3. **Available Filings** Select type of appeal - **CCAO Appeals – Real Estate Assessed Valuation Appeal(Residential)**
4. **Primary PIN Search** Enter **PIN** (no dashes) click "Search".
5. **Appeal Activity Window** check boxes in lower left and click "Next" to proceed.
6. **Verify Primary PIN** click "Next".
7. If requesting a **Certificate of Error** for past years check appropriate boxes click "Next".
8. **Additional Subject PIN Entry** -If your property has more than one parcel (PIN), follow instructions online, otherwise click "Next".
9. **Filer Type** - Select **Taxpayer/Owner** from drop down list. Then click "Next".
10. **Identification and Status of Taxpayer/Owner** Click Hamburger icon"≡" to auto fill. Click "Select". Check that information is correct. Update as necessary. Click "Next".
11. **Residential Assessed Valuation Appeal Characteristics** Review the property characteristics and make any necessary corrections.
12. **APPEAL Information** check reason for appeal-"Overvaluation" Briefly explain reason: See Master Statement Check type of property. Check if property was purchased after January 1, 2017. Complete all information. Click "Next".
13. **Attachments – Sales Documents - Required** Upload the '**Master Statement**' document from the purchase of your home. This is usually a two page document includes Buyer, Seller, Date of Purchase, Price and Financials of Transaction. Upload the **deed** of your home. Complete the "**Sales Questionnaire**" You may also upload an **Appraisal** if it supports the closing price of your home but is not required. If using the Appraisal be aware of the file size as you may need to upload it in parts for the system to accept the file.
14. **Submit** Enter Name, Phone, Email as your confirmation and electronic signature. **PLEASE BE ADVISED-Once you click "Submit" you will NOT be able to make changes or add additional documents to this filing. Your appeal is complete.**
15. **Confirmation Print** or **save** the appeal confirmation page for your records. You will also receive an email confirmation from the Cook County Assessor - DoNotReply@cookcountyil.gov

Please call if you need further information or assistance.

Thomas S. Smogolski

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