

Thank you for visiting the Madison County Board of Review

All appeals forms are a fillable PDF so you can complete the forms on your computer. Please print the form and sign and date it. Email filings will be accepted at borforms@madisoncountyil.gov, or by mail or in person:

Madison County Board of Review
157 N. Main St., STE 222
Edwardsville, IL 62025

Remember to include all of your evidence with your appeal. If you are mailing your appeal, it MUST be postmarked on or before the last day to appeal for your township.

If you have any questions, please contact our office at 618-692-6210.

**MADISON COUNTY BOARD OF REVIEW
RESIDENTIAL COMPLAINT - ASSESSMENT YEAR 2025
ADDENDUM ATTACHED**

1. PARCEL I.D. NUMBER _____ DATE _____
2. Is there a pending state appeal on this parcel? YES NO
3. Are you requesting Farm Land assessment? YES NO
4. **DO YOU WISH TO WAIVE YOUR RIGHT TO AN ORAL HEARING?** YES NO

**THIS FORM MUST BE COMPLETED & FILED WITHIN 30 DAYS OF TOWNSHIP PUBLICATION.
NO ADDITIONAL EVIDENCE WILL BE ACCEPTED THEREAFTER.**

5. *Appellant <input type="checkbox"/> Street/P.O. Box _____ City _____ Zip _____ Telephone (____) _____ E-mail _____	**Attorney <input type="checkbox"/> Street/P.O. Box _____ City _____ Zip _____ Telephone (____) _____ E-mail _____
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5a. Property Address _____

(*If appellant is other than owner, give name and address of owner. **If so represented.)

6. Appeal is based on: (Note: Law requires assessment to be 1/3 of Market Value)
- | | |
|---|--|
| A. <input type="checkbox"/> Over valuation/under valuation
B. <input type="checkbox"/> Contention of Law (Supply brief)
C. <input type="checkbox"/> Unequal treatment in the Assessment Process | D. <input type="checkbox"/> Appraisal or equivalent
E. <input type="checkbox"/> Recent purchase date _____ price _____
F. <input type="checkbox"/> Other _____ |
|---|--|

7. The assessed value placed on Real Property for the above assessment year is as follows:

	LAND	IMPROVEMENTS	TOTAL
A. By Assessor	_____	_____	_____
B. Appellant's Claim	_____	_____	_____

8. New Construction Date _____ Construction Cost _____

9. Any addition, improvement, since purchase yes no Date of Addition _____

10. What is your opinion of the Market Value on January 1st, 2025 _____

YOU MUST SUBMIT 1 COPY OF EACH PROPERTY RECORD CARD AND PHOTOGRAPHS OF EACH COMPARABLE USED AS WELL AS THE SUBJECT.

11. To prove Market Value, you may: (1) submit an appraisal, (2) submit comparable sales, (3) If new, submit proof of construction costs, or (4) if INCOME PROPERTY, submit operating statement for last two years.

If you have comparables, list below. Sales should be within one year of assessment date.

	PARCEL NUMBER	ADDRESS	DATE OF SALE	SALE PRICE
1.	_____	_____	_____	\$ _____
2.	_____	_____	_____	\$ _____
3.	_____	_____	_____	\$ _____
4.	_____	_____	_____	\$ _____

12. If you feel the property is over assessed in relation to others, list below:

	PARCEL NUMBER	ADDRESS	LAND	IMPROVEMENT	TOTAL
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

OATH

13. I do solemnly swear that the statements made and the facts set forth in the foregoing complaint is true and correct.

Appellant Signature _____	Attorney Signature _____
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FOR BOARD USE ONLY

Date of Hearing _____ Docket No. _____

Disposition: Land _____ Improvement _____ Total _____

MADISON COUNTY BOARD OF REVIEW
157 N. Main St. – Suite 222
Edwardsville, IL 62025
(618) 692-6210
www.madisoncountyil.gov

GUIDELINES FOR FILLING OUT RESIDENTIAL COMPLAINT FORMS FOR THE BOARD OF REVIEW

Complete rules of the Board of Review are available on the BOR website and at the BOR office. Without prior approval, a separate complaint form must be completed for each parcel. **NO ADDITIONAL EVIDENCE WILL BE ACCEPTED THE DAY OF THE HEARING.** The numbered sections below correspond to the same numbers on the complaint form.

**STOP! IF YOUR RESIDENCE IS PART OF A FARM,
YOU MUST USE THE FARM APPEAL FORM.**

1. Permanent parcel identification number. This is the number found on your tax bill and assessment notice. It is the county index number.
2. If you have a pending appeal with the Property Tax Appeal Board, check yes. If not, check no.
3. If you are requesting a Farm Assessment, please submit a Farm Affidavit.
4. By checking yes, the Board of Review will review your appeal and render a written decision without you coming to the hearing.
5. Fill in name, mailing address and phone number of property owner. A complaint filed on behalf of a corporate taxpayer must be completed and filed by an attorney licensed to practice law in the State of Illinois unless completion and filing of the complaint by a non-attorney is explicitly authorized by Illinois law. If being represented by an attorney, fill in their name, address and phone number. Check box where you want notice sent (appellant or attorney). E-mail is optional.
 - 5a. If the property under appeal's situs address is different than mailing address above, fill in this line.
6. Indicate basis for appeal.
 7. The current assessed values of land and improvements are available from your local assessor or the Chief County Assessor website. Improvements include all buildings and structures on the land. Land is assessed as if vacant.
 - 7a. By Assessor: These values are the ones placed on your property by the local assessor and prior to any exemptions.
 - 7b. Appellant's Claim: This is what you feel the assessment should be. This figure should represent 1/3 of fair market value as of January 1st of the assessment year. **FAILURE TO COMPLETE THIS SECTION WILL RESULT IN RETURN OF COMPLAINT.**
8. 9. 10. Fill in the applicable spaces.
11. If appeal is based on **6a**, overvaluation, fill in this section. Copies of property record cards of all comparable's must be submitted with complaint forms. You can get the property record cards from your local assessor, the Chief County Assessing Official or the Board of Review. If an appraisal or market analysis is submitted, it must include comparable sales and show the adjustments of the comparable to the subject. If sale of subject is being used, attach a copy of the closing statement.
12. If this appeal is based on **6c**, unequal treatment, fill in this section. Submit copies of property record cards of comparable properties. Comparable's should be within the same neighborhood of the subject whenever possible.
13. Signature of property owner and attorney (if used) are required. All evidence must be provided. It is recommended that you make a copy of the appeal and all evidence for yourself. Failure to submit evidence of over-assessment will likely result in an unsuccessful appeal.