

# PTAX-762-C Certificate of Ineligibility for Model Home Assessment

## Who must complete this form?

You must complete this form and specify the reason for ineligibility when any portion of the model home property no longer qualifies for the alternate assessment. (See Question 4, Step 1)

## When and where must I file?

You must file this form with the chief county assessment officer (CCAO) at the address shown below within 60 days of the date the property becomes ineligible.

**Note:** You may be required to provide additional documentation.

## Step 1: Complete the following information

1 \_\_\_\_\_  
Property owner's name

\_\_\_\_\_  
Street address of model home property

\_\_\_\_\_ IL \_\_\_\_\_  
City ZIP

(\_\_\_\_\_) \_\_\_\_\_  
Daytime phone

Send notice to (if different than above)

2 \_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing address

\_\_\_\_\_ State \_\_\_\_\_ ZIP  
City

(\_\_\_\_\_) \_\_\_\_\_  
Daytime phone

3 Write the date the property became ineligible for the model home assessment.

\_\_\_\_/\_\_\_\_/\_\_\_\_

## 4 Check the reason for ineligibility

- occupied as a dwelling
- sold for use other than as a model home
- leased for use other than as a model home
- more than 3 model homes located at the same time within a 3-mile radius
- other (specify) \_\_\_\_\_

## 5 Write the property index number (PIN) of the property for which you received the model home assessment. Your PIN is listed on your property tax bill or you may obtain it from the CCAO. If you are unable to obtain your PIN, write the legal description on Line b.

a PIN \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

b Write the legal description only if you are unable to obtain your PIN. (attach separate sheet if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Step 2: Sign below

Under penalties of perjury, I state that, to the best of my knowledge, the information on this form is true, correct, and complete.

\_\_\_\_\_  
Property owner's or authorized representative's signature Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day

of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary public Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## If you have any questions, please call:

(\_\_\_\_\_) \_\_\_\_\_

## Mail your completed Form PTAX-762-C to:

\_\_\_\_\_ County Chief County Assessment Officer

\_\_\_\_\_  
Mailing address

\_\_\_\_\_ IL \_\_\_\_\_  
City ZIP

## For use by the CCAO

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_