



Madison County Government
Chief County Assessment Official
Denise Shores • C.I.A.O. Official
Madison County Administration Building
157 N. Main St. Suite 229 • Edwardsville, IL 62025-1964
Phone (618) 692-6270

Lisa M. Mathenia, C.I.A.O.
Chief Deputy
Director of Maps & Plats

Application for General Homestead Exemption of Leasehold Properties

Section 1: Instructions:

A. Eligibility. To be eligible for the general homestead exemption via a leasehold interest:

- The property must be a single-family home occupied as the primary residence by an eligible taxpayer as of January 1, 2024.
- The eligible taxpayer must be liable for paying the 2024 real estate taxes on the property as evidenced by a written lease that was executed and effective on or before January 1, 2024; a copy of the lease must be provided.
- Lease Agreement must be for no less than one year (not month to month).
- Lease Agreement must expressly state that the lessee is liable for the payment of property taxes; and the lease must include the following language:

"Lessee shall be liable for the payment of real estate taxes with respect to the residence in accordance with the terms and conditions of Section 15-175 of the Property Tax Code (35 ILCS 200/15-175). The permanent real estate index number for the premises is _____, and, according to the most recent property tax bill, the current amount of real estate taxes associated with the premises is _____ per year. The parties agree that the monthly rent set forth above shall be increased or decreased pro rata (effective January 1 of each calendar year) to reflect any increase or decrease in real estate taxes. Lessee shall be deemed to be satisfying Lessee's liability for the above mentioned real estate taxes with the monthly rent payments as set forth above (or increased or decreased as set forth herein)."

B. Application. Due to the periodic nature of leaseholds, a notarized application for this **exemption must be submitted by January 31, 2024, along with a copy of the current Lease Agreement.** If there is a change in Lease, or if the Lessee vacates the property, the owner of the property is required to notify the Chief County Assessment Officer of that change and supply a new Lease Agreement within 30 days.

C. Exemption Amount. Under 35 ILCS 200/15-175, qualified taxpayers are permitted an exemption that will remove up to \$6,000 from the equalized assessed value before taxes are calculated.

D. Application Date. Applications will not be accepted prior to January 1, 2024.

E. Must supply a copy of Deed.

F. If application is in a Trust, you must supply a copy of the Trust.

G. All addendums (additional information added to the lease) must be SIGNED and NOTARIZED.

Section 2: Property Identification (please print)

Owner Name(s): _____ Parcel No. _____

Mailing Address: _____ Lessee/Taxpayer Name(s): _____

Mailing City, State, ZIP: _____ Property Address: _____

Property City, State, ZIP: _____

Application for General Homestead Exemption of Leasehold Properties

Section 3: Oath I attest that (applicants **must** check all applicable boxes)

- The above address was leased and occupied by the lessee as a primary residence as of January 1, 2024.
- As of January 1, 2024, the lessee is liable for the payment of the 2024 real estate taxes.
- A copy of the Lease Agreement that is in effect for the period from January 1, 2024, to December 31, 2024, has been attached.

I hereby depose and say that I am the owner of record, that I have read this application, that I have personal knowledge of the contents thereof, that same is true in substance and in fact, and that I am subject to penalties for perjury for falsification herein.

Signature of Owner of Record _____ Telephone _____ Date _____

Print Name _____

Address _____

City _____ **State** _____ **ZIP** _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Seal

- The above address was leased and occupied by me as my primary residence as of January 1, 2024.
- As of January 1, 2024, I am liable for the payment of the 2023 real estate taxes.

I hereby depose and say that I am the taxpayer/lessee, that I have read this application, that I have personal knowledge of the contents thereof, that same is true in substance and in fact, and that I am subject to penalties for perjury for falsification herein.

Signature of Taxpayer/Lessee _____ Telephone _____ Date _____

Print Name _____

Address _____

City _____ **State** _____ **ZIP** _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Seal

Mail completed form and Lease Agreement to:

Board of Review
157 N Main Street, Suite 222
Edwardsville, IL 62025