



## 2020 ASSESSMENT APPEAL PROCESS

1. Start by visiting [www.IMSLake.org](http://www.IMSLake.org) Enter your PIN number or search for your property by entering your address. Take a moment to view your property characteristics. Any errors? Please notify our office so that we may schedule any necessary field inspections in order to make corrections.
2. At the bottom of the [Property Information](#) page, scroll down to [Comparable Property Information](#). you will be able to select from three options:
  - [Click here to select comparable properties by recent sales](#)
  - [Click here to select comparable properties to determine assessment equity](#)
  - [Click here if you have parcel numbers that you would like to view in a comparable report](#)
3. Select your comparables (you may select up to five comps per grid) and click on [View Comparable Report](#). Once your grid is generated you may print a copy and/or **save as a PDF to upload if filing an appeal**. 2020 values will not be on this site until the appeal period begins.
4. You can begin the E-filing process by visiting [assessor.lakecountyil.gov](http://assessor.lakecountyil.gov) then selecting [SmartFile E-Filing Portal](#). Create an account or log in to your existing account.
5. Select "AP-Assessment Appeal," and click begin Filing. Enter your Parcel PIN, click Search and click Start Filing.
6. Complete the information requested in the Application tab. **Do NOT search for comparable properties using this system. The information in the County System is not accurate for Grant Township.**
7. Under the Appeal Reason tab, select the appropriate response, and complete the Requested Value section at the bottom of the page.
8. Navigate to the Attachments tab and upload the grid sheet of the comparable properties that you generated from [www.IMSLake.org](http://www.IMSLake.org)
9. After completing the above steps, go to the Submit tab, type in your name and press submit. You will receive an email confirmation that your appeal has been received.

### **Filing Based on Your Recent Purchase Price**

If you purchased your home in 2019 or 2020 for a market value less than the market value published on your assessment notice, you can file your appeal directly on the [SmartFile E-Filing Portal](#). If you filed in 2019 based on sale price, it cannot be used again for a 2019 appeal. You are required to produce and upload evidence including an MLS listing history, a recorded Illinois Real Estate Transfer Declaration (PTAX-203), signed Settlement Statement or HUD-1. Please be advised documents uploaded to the Smartfile system are available for public viewing. You may want to redact personal information. For additional information, see the Board of Review Rules.

### **Filing Based on a Recent Appraisal**

If you have a recent real estate appraisal within 1 year of the January 1st, 2019 lien date, and the appraised value is less than the market value on your assessment notice, please bring that into our office for review. You can also file your appeal directly on the [SmartFile E-Filing Portal](#). When prompted, you will upload your appraisal as evidence.

### **Additional Information**

- You can visit [www.IMSLake.org](http://www.IMSLake.org) for FAQ's and more information on how to appeal. We have a video tutorial from Lake County on how to E-File your appeal and a step by step guide on creating a comparison grid and filing your appeal that you can download and/or print.
- The Board of Review Rules can be found at [assessor.lakecountyil.gov](http://assessor.lakecountyil.gov)
- If you have questions about E-Filing or you have not received an email confirmation after submitting your appeal, you should contact us at 847-546-8880 or the Chief County Assessment Office at 847-377-2050 for further assistance.

### **Lake County GIS Mapping System**

Lake County Maps Online – [maps.lakecountyil.gov/maponline](http://maps.lakecountyil.gov/maponline)

Enter the **PIN#** or address in the search box

**Basemap Gallery** – Choose **2018 Color Aerial**

**Layer List** – Check **Parcels** and use dropdown to choose Pin, Address, Sale, Acreage, etc.

Check **Tax Parcel Lines**

### **Office Hours**

Monday – Friday 8:00 am – 4:00 pm

*Thank you for your patience as we work to implement this new process. Should you need assistance at any point in the process, please feel free to call our office.*

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