

Name:	Phone #:	Email:		Date:	
	Subject (your house)	Comp 1	Comp 2	Comp 3	Comp 4
Property Index No. (PIN)					
Address					
Neighborhood (name)					
Proximity to subject					
Square Feet of Land (aka: SF Land)					
Premium Lot? (Ex: on water, privacy)					
Home Design (Ex: ranch, 2 story, etc.)					
Exterior Construction (Ex: brick, frame, etc.)					
Age of Dwelling (Year built)					
Number of Bathrooms					
Square Feet of Living Area (aka: SFLA)					
Basement Area: Full, Partial, Crawl, Slab					
Finished Basement Y/N					
Central Air Conditioning Y/N					
Fireplace Y/N, how many?					
Garage/Car Port Square Feet					
Other Improvements: Deck, Patio, Pool, etc. Sq. Ft					
Date of Sale:					
Sale Price:					
Sale Price per sq. ft. (Sale Price/SFLA)					
Land Assessment Value (aka: Land AV)					
Building Assessment Value (aka: Bldg AV)					
Total Assessment Value (aka: Total AV) (Land AV + BLDG AV = Total AV)					
Assessment per sq. ft (Total AV / SFLA)					
Assessment Bldg per sq. ft (Bldg AV / SFLA)					

What is your value based on? Circle one below:

Based upon your findings above what value would you place on your home: \$ _____

SALES

EQUITY

Please note: This grid is to be used for working directly with the Troy Township Assessor's office. If you are basing your value on Sales Comparables please **use the most recent sales you can find but no sale date can be older than 2017**. If you are basing your value on Equity be sure to complete the last 2 lines/rows of the grid. This form must be returned to the Troy Township Assessor's Office **before 4:00 pm on Monday, September 4, 2020**. If you wish to file a formal appeal with the Will county Board of Review, you **MUST USE THEIR FORM**; they will not accept this form with their appeal paperwork. Will County Board of Review forms are located on the Will County Supervisor of Assessment's website at: www.willcountysoa.com. For more information regarding your property assessment go to www.troytownship.com and click the Assessors tab.

[How to Appeal Your Property Assessment](#)

If you feel that you are being overassessed, we encourage you to contact our Township office first before filing an appeal to Will County. We may be able to resolve your issue and a formal appeal may not be necessary.

First you should review your property record card for any errors. If an error is found, it can easily be corrected. You may have a legitimate assessment complaint if you can support any of the following claims:

The Assessor's market value is higher than actual market value. (This claim can be supported if you have recently purchased your property on the open market or if you supply a professional appraisal or if similar homes in your neighborhood have sold for less.)

The primary assessment of the property is based on inaccurate information.

The assessment is higher than those of similar house style/age and size in your neighborhood.

You can appeal your assessment by filling out a grid and choosing whether your comparables are for Sales or Equity. Comparables should be within your neighborhood. See below for link to a blank grid that you can complete on your property and four neighboring properties for comparison.

Sales Comparables are sales of homes that are similar to yours that sold within the previous three years and are arms-length, valid sales. Look for sales that are the same style (2 story, Ranch, Tri-level, Condo, etc.), close in year built, square foot, outside construction (brick / siding) whether it has a basement, crawl, slab, garage size and any extras like deck, patio, inground pool, open or enclosed frame porch.

Equity Comparables are homes that are similar to yours, as listed above, that are assessed lower.

All property information for your grid can be found on our website www.troytownship.com. Assessed values can be found on Will County www.willcountysoa.com website. If you do not have access to a computer, you may bring in addresses of the homes you are using as comparables and we will assist you with pulling property record cards or showing you our sales books.

[Tips to Assist you in Completing the Grid](#)

To find your Property Index No. (PIN) go to our website www.troytownship.com. Choose the Assessor tab from the menu on the left side then Property Search. Click on the acceptance bar. Choose the Address Search tab. Omitting the Street Number will give you more accurate results. Enter the Street name and City, click Search Property Data. The next screen displays the Parcel # (which is the Property Index No (PIN), Address, Sale Date, and Sale Amount. By clicking on the Parcel # you will receive more information for that parcel. There is also a link at the bottom of the page to the Will County SOA Website. Their site also shows the Assessment information.

Once your grid is completed you can submit it to us via fax 815-744-5803, email Assessor@troytownship.com or drop it off at our office. Our office is open M-F 8:00 am-4:00 pm. We also will have extended hours by APPOINTMENT ONLY between 4-6 pm on Thursday August 20th and 27th and September 3rd. Please call 815-744-5806 to schedule a Thursday evening appointment. A mask is required upon entry into our office. Our address is Troy Township, 25448 Seil Rd., Shorewood.

If after meeting with the Assessor and/or Deputies, and researching sales and assessments, you still feel your property is overvalued, you have the right to appeal your assessment with Will County Board of Review. This must be done within (30) days after publication of reassessments, which are published the first week in August.

Forms and instructions for completing them can be obtained at the Board of Review Office at the Will County Office Building, at our office, or on the Supervisor of Assessments Website at www.willcountysoa.com.

All 2020 Assessment Appeal to the Will County Board of Review Forms must be submitted to the Will County Supervisor of Assessment's office by end of day on Sept. 14th, 2020. Their office is located at: 302 N. Chicago Street, 2nd Floor, Joliet, IL 60432 Ph: 815-740-4648.