

Owner Name:		Phone #:	Email:	Date:	
<p align="center"> <b>•This grid is to be used when working directly with the Troy Township Assessor's Office. This form is NOT ACCEPTED by the Will County Board of Review</b>  <b>•Grids MUST be returned to the Troy Township Assessor's Office NO LATER THAN 4:00 PM on WEDNESDAY, August 27, 2025</b> </p>					
<p align="center"> <b>•Property information can be obtained from <a href="http://www.troytownship.com">www.troytownship.com</a> [Do not use real estate sites such as Zillow, Redfin, Trulia to obtain building information]</b> </p>					
	Subject (your house)	Comp 1	Comp 2	Comp 3	Comp 4
Property Index No. (PIN):					
Address:					
Neighborhood:					
Proximity to subject:					
Lot Area [Square Feet]:					
Premium Lot? (Ex: On water, Privacy):					
Style:					
Exterior:					
Year Built:					
Half Bath/Full Bath	/	/	/	/	/
Gross Living Area [Square Feet] [aka: GLA]:					
Basement [Square Feet]:					
Crawl [Square Feet]:					
Slab [Square Feet]:					
Central Air Conditioning [Y/N]:					
Fireplace[Y/N]					
Attached Garage [Square Feet]					
Detached Garage/Car Port [Square Feet]:					
Deck/Porch/Patio [Square Feet]:					
Other Improvements [Square Feet]:					
Date of Sale [1/1/2022–12/31/2024 sales ONLY]:					
Sale Price [1/1/2022–12/31/2024 sales ONLY]:					
	<u>Sale Price per sq ft</u> (Sale Price/GLA)				
Land Assessment Value [aka: Land AV]:					
Improvement Assessment Value [aka: Imp AV]:					
	<u>Total Assessment Value [aka: Total AV]</u> (Land AV + Imp AV = Total AV)				
	<u>Total Assessment per sq ft</u> (Total AV / GLA)				
	<u>Total Building Assessment per sq ft</u> (Imp AV / GLA)				

•Basis of your concluded value?: Sales ☐ Equity ☐

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

•How did you reach your concluded value?:

•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 1/1/2022 AND complete the "Sale Price per sq ft" box

•If you are basing your value on Equity you must complete the last 3 rows of the grid. ["Total Assessment Value" / "Total Assessment per sq ft" / "Total Improvement Assessment per sq ft"]

**•This form must be returned to the Troy Township Assessor's Office before 4:00 pm on WEDNESDAY, August 27, 2025.**

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](http://www.willcountysoa.com). For more information regarding your property assessment go to [www.troytownship.com](http://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, if you supply a professional appraisal, or if similar homes in your neighborhood have sold for less than your assessment.)
- 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 comparables based on sales or equity. **Comparables should be within your neighborhood.** Grids can be found on our website:

- Go to [www.troytownship.com](http://www.troytownship.com)
- Click the Assessor tab
- Click "How to Appeal Your Property Assessment"
- Click "2025 Assessor's Grid"

**Sales Comparables:** 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, 1-story, Condo, etc.), close in year built, square footage, and exterior. You will also want to choose homes with characteristics similar to your home such as basement/crawl/slab square footage, garage square footage, and deck/porch/patio size. Also, be sure to include any other improvements [structures] you may have such as inground pools, sports courts, pole buildings, etc.

**Equity Comparables:** Homes that are similar to yours, as listed above, that are assessed lower. Be sure to include any other improvements [structures] you may have such as inground pools, sports courts, pole buildings, and decks/porches/patios, etc.

All property information for your grid can be found on our website [www.troytownship.com](http://www.troytownship.com). 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.

## Tips to Assist you in Completing the Grid

**To find your Property Index Number [PIN] or those of your selected comparables:**

- Go to website [www.troytownship.com](http://www.troytownship.com), and choose "Property Search."
- Click "I Agree."
- Enter either a parcel number or property address information. Entering a street name and omitting a street number return all properties on the chosen street name.
- Click the parcel number link to display information about the chosen property.
- Fill in all required information, including land and improvement values and complete gray rows. **DO NOT UTILIZE 2024 VALUE INFORMATION. ONLY USE 2025 VALUE INFORMATION.**

Once your grid is completed you can submit it to us via fax 815-744-5803, email [Assessor@troytownship.com](mailto: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 14th, and August 21st. Please call 815-744-5806 to schedule a Thursday evening appointment. Our address: Troy Township, 25448 Seil Rd., Shorewood, IL 60404.

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](http://www.willcountysoa.com).

All 2025 Will County Board of Review assessment appeal forms must be submitted to the Will County Supervisor of Assessment's office by end of day on September 8, 2025. Their office is located at: 302 N. Chicago Street, 2nd Floor, Joliet, IL 60432 Ph: 815-740-4648.