

# PTAX-760 Reassessment Request Due to Construction of Improvements

## Read this information first

A property owner must complete Form PTAX-760 if they have added a new building or structure, or made any other improvements including any addition that increases the square footage of the existing structure. A property owner on January 1 is liable for increase in property taxes of new improvements during the assessment year. You must complete your request for reassessment within 30 days after the completion of an improvement or issuance of an occupancy permit.

**Note:** New improvements to an existing structure on homestead property or the rebuilding of a residential structure following a catastrophic event may be eligible for a Homestead Improvement Exemption. Contact your Chief County Assessment Officer (CCAO) for information to apply for homestead exemptions.

## Step 1: Provide the following information

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

\_\_\_\_\_

Property owner's street address

\_\_\_\_\_

City State ZIP

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_

**Property owner on January 1 of the assessment year  
if different than Line 1:** \_\_\_\_\_

### Send notice to (if different than Line 1)

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

\_\_\_\_\_

Street address

\_\_\_\_\_

City State ZIP

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_

## Step 2: Identify the property

**3** Provide the street address of the property if different than the address you identified in Step 1, Line 1.

\_\_\_\_\_

Street address

\_\_\_\_\_

City State ZIP

**4** Write the property (parcel) number (PIN) listed on your property tax bill or obtain it from your CCAO.

**a PIN:** \_\_\_\_\_

**b** If unable to obtain your PIN, provide a legal description.

\_\_\_\_\_

\_\_\_\_\_

## Step 3: Describe the property's improvement

**5** What date was the improvement completed or became fit for occupancy or its customary use? \_\_\_\_/\_\_\_\_/\_\_\_\_

**6** What date was the new or added improvement occupied or occupancy permit issued (if applicable)? \_\_\_\_/\_\_\_\_/\_\_\_\_

**7** Provide a description of the improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Step 4: Sign below

I state that to the best of my knowledge, the information contained in this request for reassessment is true, correct, and complete.

\_\_\_\_\_

Property owner's or authorized representative's signature

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

Month Day Year

## Step 5: Mail your completed Form PTAX-760

You are required to send Form PTAX-760 by certified mail, return receipt requested to the assessor within 30 days after the completion or issuance of an occupancy permit.

If you have any questions, please call (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_.

Mail your completed Form PTAX-760 to: \_\_\_\_\_

\_\_\_\_\_

Mailing address

\_\_\_\_\_ IL \_\_\_\_\_

City ZIP