

FYI FOR ALL APPEALS

- All complaint forms must be received by **April 26, 2025**. It can be sent by email, fax, or mail.
 - Complaint Form completed and signed
 - Below Property Form completed and signed
 - Property Comparison Grid form, if appraisal not provided.
- Forms are available in the Randolph County Assessor office or website.
- All appeals **MUST** be on required forms, incomplete forms could result in minimal consideration given.
- All evidence must be provided before the hearing to allow the Board of Review time to review.
- If appraisal is not provided, then the Property Comparison Grid form must be used.
- To find an appraiser to get an appraisal done, contact your bank or do an internet search.
- Appeals can be filed for issues of property value only. **It is the taxpayer's responsibility to prove the value of the property.**
- Only the property owner as of January 1, 2024 or their attorney can file an appeal.

Randolph County Board of Review
1 Taylor St, Room 203
Chester, IL 62233
618-826-5000 ext. 192
Fax: 618-826-4650
assessor@randolphcountvil.gov
<https://randolphcountvil.gov/>

Property Form -Tell us about your property (Required)

Lot Size- _____ OR Acreage _____

Year Built: _____ Frame Sq. Ft. _____ Brick Sq.Ft _____ -- Brick Trim Sq. Ft. _____

Number of Stories above ground _____ Condition _____

Foundation: Crawl _____ Sq.Ft.- Slab _____ Sq.Ft - Basement -Unfinished _____ Sq.Ft.
Finished _____ Sq.Ft. - Living Space Sq.Ft. _____ Rec.Space Sq.Ft. _____

Attic Space/ Storage Space: Sq. Ft. _____ Finished Attic Sq. Ft. _____

Garage: Attached- Frame Sq. Ft. _____ Brick Sq.Ft. _____
Detached- Frame Sq.Ft. _____ Brick Sq.Ft. _____

Carport: Attached- Frame Sq. Ft. _____ Brick Sq.Ft. _____ Pole Building Sq.Ft. _____
Detached- Frame Sq.Ft. _____ Brick Sq.Ft. _____

Other buildings (please list) _____

Patio/Sidewalk Sq.Ft. _____ Deck Sq.Ft. _____

In-Ground Pool: Concrete Sq.Ft. _____ Vinyl Sq.Ft. _____

Porch: Open Porch Sq.Ft. _____ Enclosed Porch Sq.Ft. _____

Air Conditioning - Central Sq.Ft. _____ Window Unit _____ None _____

Fireplace # _____ Stacks # _____ # Full Baths _____ #1/2 Baths: _____

Please describe any improvements and or additions you have made to your property.

Please describe and provide photos of any deterioration/obsolescence that is the basis of your complaint:

Purchase Price (sale price)\$ _____

Was the purchase within the last 24 months? (Y/N) ___ If so - when ___

Amount spent on renovating since purchase \$ _____

How much do you think the property would sell for today? (\$ amount) _____

Sold by owner, Realtor or at auction? _____

Was the property advertised for sale?(Yes/No) _____ If Yes, how long was it advertized? _____

Was the sale between a family member or related corporation? (Y/N) _____

Foreclosure, short, bank or judicial sale?(Y/N) _____

CONTACT TO SET HEARING WILL BE VIA EMAIL OR PHONE.

Type of Hearing: In Person hearing Phone Conference hearing Waive my right to a formal hearing and rely on evidence that was submitted to make decision.

I swear or affirm that:

I am the record owner for the above-listed property, or the duly authorized attorney for the owner/taxpayer and that the statements made and the facts set forth in the foregoing complaint are true and correct.

I have read the rules of the Board of Review and I have completed all the required pages. (INTIAL HERE) _____

Signature _____

Property Comparison Grid Form

Complete this grid if your appeal is based on overvaluation or equity. Information necessary to complete this form is available from the Assessor's office, the Randolph County Assessor's website and from your own firsthand knowledge of the comparable properties. Provide at least three comparable properties. Note: the comparable properties should be similar to the subject property in size, design, age, amenities and location. Grid should be filled out to the extent of information available on the comparable properties' property record cards. Please include copies of the property record cards or print the information gathered from online sources used to complete the comparable grid.

A complete appraisal may be submitted in lieu of completion of this form.

	Subject property	Comparable #1	Comparable #2	Comparable #3
Parcel Number				
Address				
Proximity to subject				
Lot/Land size				
Design/Number of stories				
Frame/ Brick				
Year built				
Condition				
Square feet				
# Bathrooms				
Foundation style- crawl, slab, basement-finished or unfinished				
Air conditioning				
# Fireplaces				
Garage or carport sq. ft. detached or attached				
Porches- open /enclosed				
Deck				
Patio				
Additional buildings				
In-ground pool				
Date of sale <i>*required for overvaluation appeal</i>				
Sale price <i>*Required for overvaluation appeal</i>				
Total assessed value <i>*Required for all appeals</i>				
Land assessment <i>*Required for equity appeals</i>				
Building assessment <i>*Required for equity appeals</i>				

If using comparable properties, the grid must be completed in full. Failure to do so will result in minimal consideration given.