



# Association Assessment Complaint for 2022 Page 1 of 2

## KANE COUNTY BOARD OF REVIEW

719 Batavia Avenue, Building C  
Geneva, Illinois 60134-3000  
(630) 208-3818

[www.KaneCountyAssessments.org](http://www.KaneCountyAssessments.org)

<b>STOP BOARD USE ONLY</b>	
Postmark Date _____	Complaint No. _____
Use Code _____	Tax Code _____
Hearing Date _____	Hearing Time _____

- Instructions**
- This form is solely for the use of
    - A common interest community association as defined in the Common Interest Community Association Act (765 ILCS 160/1-5);
    - A unit owners' association, as defined in the Condominium Property Act (765 ILCS 605/2(o)); or
    - A master association, as defined in the Condominium Property Act (765 ILCS 605/2(u)).*Assessment complaints files by individual unit owners must be filed on the Residential/Farm Assessment Complaint Form.*
  - The assessment complaint process is governed by the Board of Review's Rules and Procedures, which can be found at [www.KaneCountyAssessments.org/Documents/Rules.pdf](http://www.KaneCountyAssessments.org/Documents/Rules.pdf). Taxpayers are advised to review them prior to filing a complaint.
  - One copy of this form and all supporting documents must be filed no more than 30 days from the date of publication of the assessment notice required under 35 ILCS 200/12-10. To see a list of publication dates and filing deadlines by township, visit [www.KaneCountyAssessments.org/Pages/Deadline.aspx](http://www.KaneCountyAssessments.org/Pages/Deadline.aspx)
  - All evidence must either accompany this complaint form, or be submitted electronically at [www.KaneCountyAssessments.org](http://www.KaneCountyAssessments.org) no more than 14 calendar days after final filing deadline. The Board will not accept additional written documentation after the filing is made except as provided in the Rules and Procedures.
  - 5. If the complaint has more than one page, do not use staples or other bindings; use paper clips or binder clips instead.**
  - If the taxpayer asks for an appearance before the Board but fails to appear, the complaint may be dismissed.
  - Questions about this form or the Board's Rules and Procedures may be directed to the Board office at (630) 208-3818.

**Section 1: Property Identification (required)**

Name of Association: \_\_\_\_\_

Name and Address of President of the Association: \_\_\_\_\_

Telephone Number (if teleconference hearing required): \_\_\_\_\_ No. of Units in development: \_\_\_\_\_

If Association is represented by an attorney licensed to practice law in Illinois, please fill out the following information (*A power of attorney signed by the President of the Association is required; otherwise, the complaint will be returned.*)

Attorney Name: \_\_\_\_\_ IL ARDC Registration No.: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

**Section 2: Oath (required)** I swear or affirm that:

- I am the President of the above-captioned Association, or the duly authorized attorney; and
- The statements made and the facts set forth in the foregoing complaint are true and correct to the best of my knowledge; and
- I have attached a copy of the duly adopted resolution authorizing this filing; and
- If I am the attorney for the Association, I have attached a properly executed power of attorney; and
- Unless I have checked this box, I am not seeking a reduction of \$100,000 or more of Equalized Assessed Value on any individual condominium unit, and I waive the right to such a reduction at the Board of Review.

Association President or attorney signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

E-Mail Address: \_\_\_\_\_@\_\_\_\_\_

Check one:  I do not require an appearance on this complaint; the Board of Review may determine the correct assessment based on the written evidence submitted by all parties without an appearance before the Board.

I will appear before the Board either by telephone or video conference; please notify me of the date and time of the hearing. I understand that failure to appear can lead to a dismissal of the complaint. I understand that I cannot submit any additional evidence (except through the Board of Review web site within 14 days of the filing deadline) after this filing.

