

Tips for filling out your Assessment Appeal
BRISTOL TOWNSHIP ASSESSOR'S OFFICE

1. **Call our office first!** If we see a correction is warranted, we can submit a request for change to your assessment to the Kendall County Board of Review
2. **If you decide to appeal:** On page 1, choose the appropriate reason for appeal
 - A. **Fair Market Value:** if you think your house isn't worth what we have it valued at.
 - B. **Recent sale:** you purchased your home within the last year and it sold for less than what we have it valued at – first call our office as we can submit a request for change or attach a copy of your sale – and complete the subject column of page 2.
 - C. **Uniformity:** Other very similar homes in your neighborhood have lower assessments
3. **Page 2 – the Grid:** Based on the reason you are filing, will determine the type of comparables to look for
 - A. **If you picked market value:** look for **recent** arms-length sales that are similar to your house (foreclosure sales or sheriff sales do not count).
 - B. **If you picked Uniformity:** look for comparables that are very similar to your house (sale date/sale price are not relevant).
4. **Tips for choosing comparables**
 - A. Pick comps that are the same style as your house (2 story, 1 story, split or bi level etc)
 - B. Pick comps that are in the SAME neighborhood if at all possible. Only go outside of your neighborhood if there are no comparables that are similar
 - C. Pick comps that are similar in square footage +/- about 200 feet
 - D. Pick comps that are similar in age +/- 10 years if possible
 - E. Pick comps that are similar in lot size (this one is not an issue if you stay in your neighborhood) Do not use a city sized lot compared to a country acre sized lot.
 - F. This office does not make assessment changes to decks, patios, fences or sheds that do not have foundations, bedroom/bathroom count or finished basements.
 - G. This office makes adjustments to amenities that can be seen from the exterior – garage count, brick, fireplace, lookout/walkout basement, inground pools, outbuildings and most importantly – square footage
 - H. For Market Value appeals, pick sales that sold within the last 2 years – be advised that Board of Review will give the most weight to the most recent sales.
5. **Calculations on the grid page**
 - A. Be sure you are using the assessment numbers for the current assessment year
 - B. On line item 19, be sure you are calculating the building assessment line divided by the square footage

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