

PTAX-323 Application for Homestead Improvement Exemption

Step 1: Complete applicant information

Please type or print.

1 Property owner's name _____

Street address of property (homestead)

City State ZIP
(_____) _____
Daytime phone

Send notice to (if different than above)

2 Name _____

Mailing address

City State ZIP
(_____) _____
Daytime phone

3 Write the property index number (PIN) of the property for which you are requesting a homestead improvement exemption. Your PIN is listed on your property tax bill or you may obtain it from the local assessing official at the address on the back of this form. If you are unable to obtain your PIN, write the legal description on Line b.

a PIN _____ - _____ - _____ - _____ - _____

b Write the legal description only if you are unable to obtain your PIN. (Attach separate sheet if needed.)

4 Describe the improvement or rebuilding on the property.

5 Write the date the improvement or rebuilding was completed and occupied. _____/_____/_____
Month Day Year

Step 2: Complete eligibility information

6 Did you rebuild a residential structure following a catastrophic event? Yes No
• If **Yes**, list the date of its occurrence and describe the resulting damage or loss of property _____/_____/_____
Month Day Year

Note: Attach a valuation complaint and a copy of the building permit if the property is located in Cook County.

On January 1 of the year the new improvement or rebuilding described in Step 1 was completed and occupied,

7 Were you the owner of record for the property or did you have a legal or equitable ownership interest in the property? Yes No

8 Did you occupy the property as your principal residence? Yes No

• If **No**, was the property vacant due to a catastrophic event? Yes No

9 Did you use the property exclusively for residential purposes without leasing any part of it to another person or entity? Yes No

10 Were you liable for the payment of real property taxes on the listed property? Yes No

11 Do you have a homestead improvement exemption on any other property in Illinois? Yes No

• If **Yes**, write the PIN or legal description of the property and list the county where it is located _____ County

a PIN _____ - _____ - _____ - _____ - _____

b Write the legal description only if you are unable to obtain your PIN. (Attach separate sheet if needed.)

Note: You may attach a separate sheet describing your specific factual situation if you answered "No" to any of the questions 6 through 10 in Step 2.

Step 3: Attach proof of ownership

12 Check the type of documentation you are attaching as proof that you are the owner of record for the property or have a legal or equitable ownership interest in the property.

Deed (specify type) _____
 Contract for deed Trust agreement Lease
 Other written instrument (please specify)

13 Write the date the written instrument was executed. _____/_____/_____
Month Day Year

14 Is the instrument recorded? Yes No

15 If known, write the date recorded and the document number from the county records. Date recorded _____/_____/_____
Month Day Year

Recorded document number _____

Step 4: Sign below

I state that to the best of my knowledge, the information on this application is true, correct, and complete.

Property owner's or authorized representative's signature _____

_____/_____/_____
Month Day Year

