James M. Houlihan
Cook County Assessor

Cook County Assessor's Office
118 North Clark Street Chicago, IL 60602
Phone: 312.603.5300 Fax: 312.603.3352
Website: www.cookcountyassessor.com

DOCUMENT SCHEDULE

Property Address: _____

Township: _____

Subject Property PIN(S): _____

_____

(Attach a separate sheet for additional PINS)

Documentation for all Industrial / Commercial Appeals (Required):

- ☐ Appeal Form
- ☐ Document Schedule
- ☐ Property Summary Sheet
- ☐ Owner / Lessee Verification Form

Appeals based on Valuation:

- ☐ Narrative Brief — And
- ☐ Appraisal — And
- ☐ Appraisal Summary Sheet — **OR**

- ☐ Income and Expense Affidavit — And
- ☐ Income and Expense Statements — And (Year(s) _____, _____, _____)
- ☐ Rent Roll
- ☐ Lease(s) — **OR**

- ☐ Sales Questionnaire — And
- ☐ Closing Statement
- ☐ Real Estate Sales Contract
- ☐ Real Estate Transfer Declaration
- ☐ Recorded Deed

Other Relevant Documents:

- ☐ Vacancy Affidavit
- ☐ Witness Affidavit
- ☐ Demolition Affidavit
- ☐ Demolition Bill / Receipt

Other Documents not Listed: _____

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