



**James M. Houlihan**  
Cook County Assessor

**Cook County Assessor's Office**  
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## Homeowner Exemption Certificate of Error Application

C/E Year \_\_\_\_\_

C/E Number \_\_\_\_\_

Subject Property Permanent Index Number(s)

\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

*If property is prorated, please submit  
a separate application for each PIN.*

Owner/Taxpayer \_\_\_\_\_

Owner's Street Address \_\_\_\_\_

( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Daytime Phone Number

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_ - \_\_\_\_\_

Property Street Address \_\_\_\_\_

Township \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_ - \_\_\_\_\_

**As an owner of the above property, I hereby apply for the Homeowner Exemption for the Certificate of Error Tax Year listed above. I affirm by my signature that this property was occupied by its current owner or previous owner as a principal residence as of January 1 of said Certificate of Error Year. I understand that it is against the law to provide false information on this Homeowner Exemption Application.**

Applicant's Signature \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

**IMPORTANT: THIS IS AN APPLICATION ONLY**

*You will be notified by mail as to the disposition of the application.  
All inquiries should be made to the Taxpayer Information Department at (312) 443-7550.*

*Please note: If the property is new construction,  
please contact our office for more information.*

**FOR OFFICE USE ONLY**



## **HOMEOWNER EXEMPTION CERTIFICATE OF ERROR REQUIREMENTS**

The Homeowner Exemption Certificate of Error is available to residential property that did not receive a Homeowner Exemption for the year in question. The property is required to have been occupied as the current or previous owner's principal place of residence as of January 1 of the year in question. The Assessor's Office can issue the Homeowner Exemption Certificate of Error **for at least three years prior to the current tax year**. The requirements for applying for the Homeowner Exemption Certificate of Error are as follows:

1. You must complete a *Homeowner Exemption Certificate of Error Application* for each year you are seeking a Certificate of Error. Applications can be picked up at the Assessor's Office or you can call the Taxpayer Services Department at (312) 443-7550 and we will be happy to send you the appropriate application(s).
2. In order to verify that the property was owner-occupied during the tax year in question, we must have documentation to support your application. **You must submit a photocopy of one of the following (if you are submitting your application in person, you may bring the original and the Assessor's Office staff will make the photocopy):**
  - (a) a *driver's license*, *state I.D* or *Matricula Consular* (I.D issued by Latin American country's consulate) showing your address as the property address, issued prior to the earliest year for which you are applying for a Certificate of Error;
  - (b) a *voter's registration card* or *voting record* from the tax year(s) for which you are applying for a Certificate of Error;
  - (c) a *phone bill* or a *letter from the phone company* (indicating the date of phone installation) showing your name and address, from the beginning of the tax year(s) for which you are applying for a Certificate of Error;

***If (a), (b), or (c) is not available, a notarized affidavit from one person with personal knowledge (not the owner), stating that the property was owner-occupied on January 1<sup>st</sup> of the year(s) for which you are applying for a Certificate of Error.***

Once you have submitted the appropriate application and documentation and they are approved, your Certificate of Error will be issued. A letter will be sent that verifies that the Certificate of Error has been certified. This letter will provide information about obtaining a refund, if one is warranted. Any inquiries should be made to the Taxpayer Services Department at (312) 443-7550.