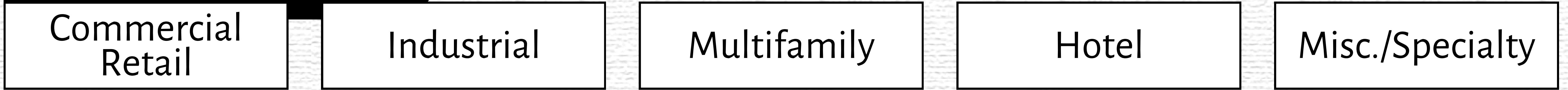


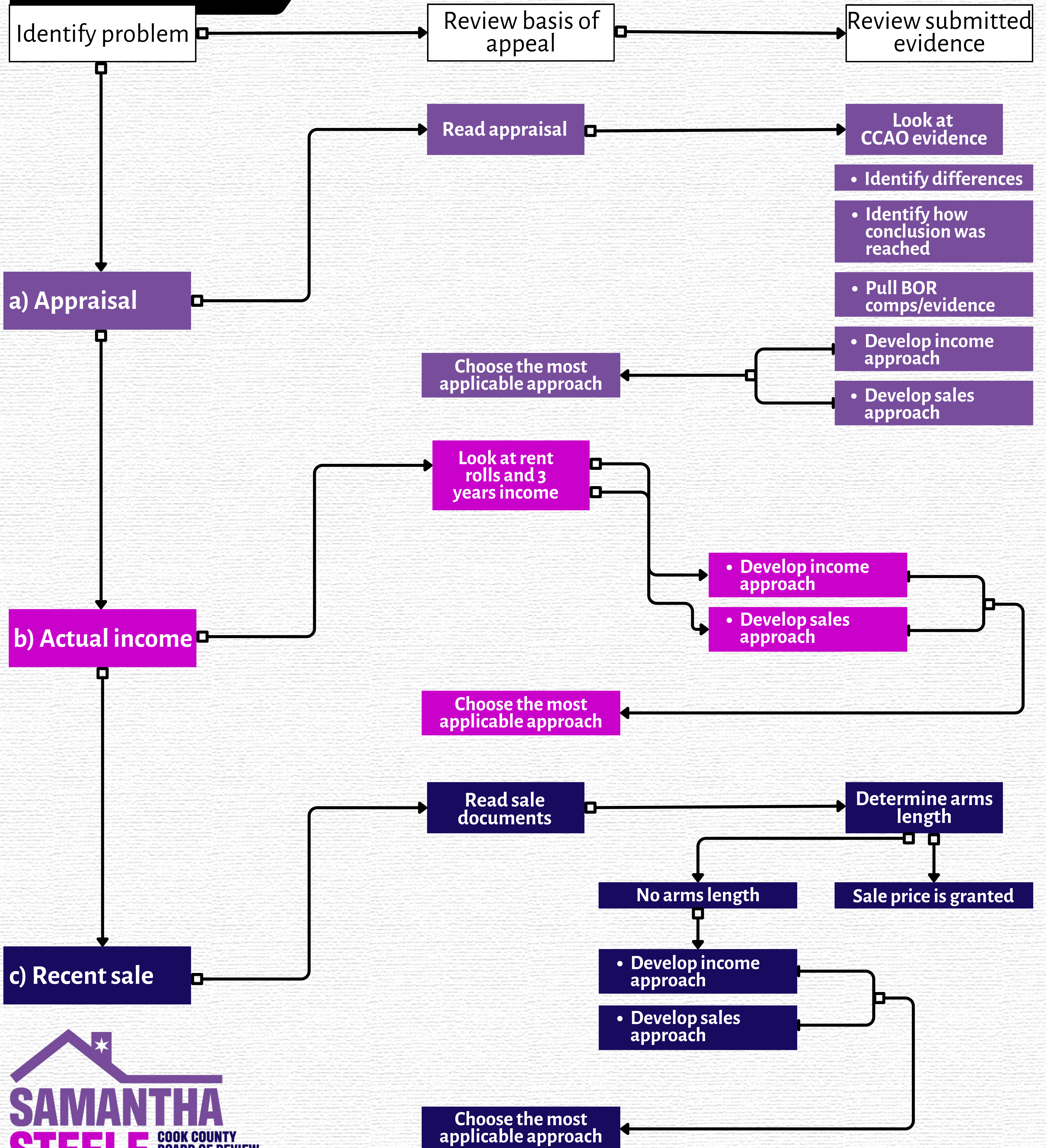
# Commercial Roadmap



## 1. Identify Classification



## 2. Read brief







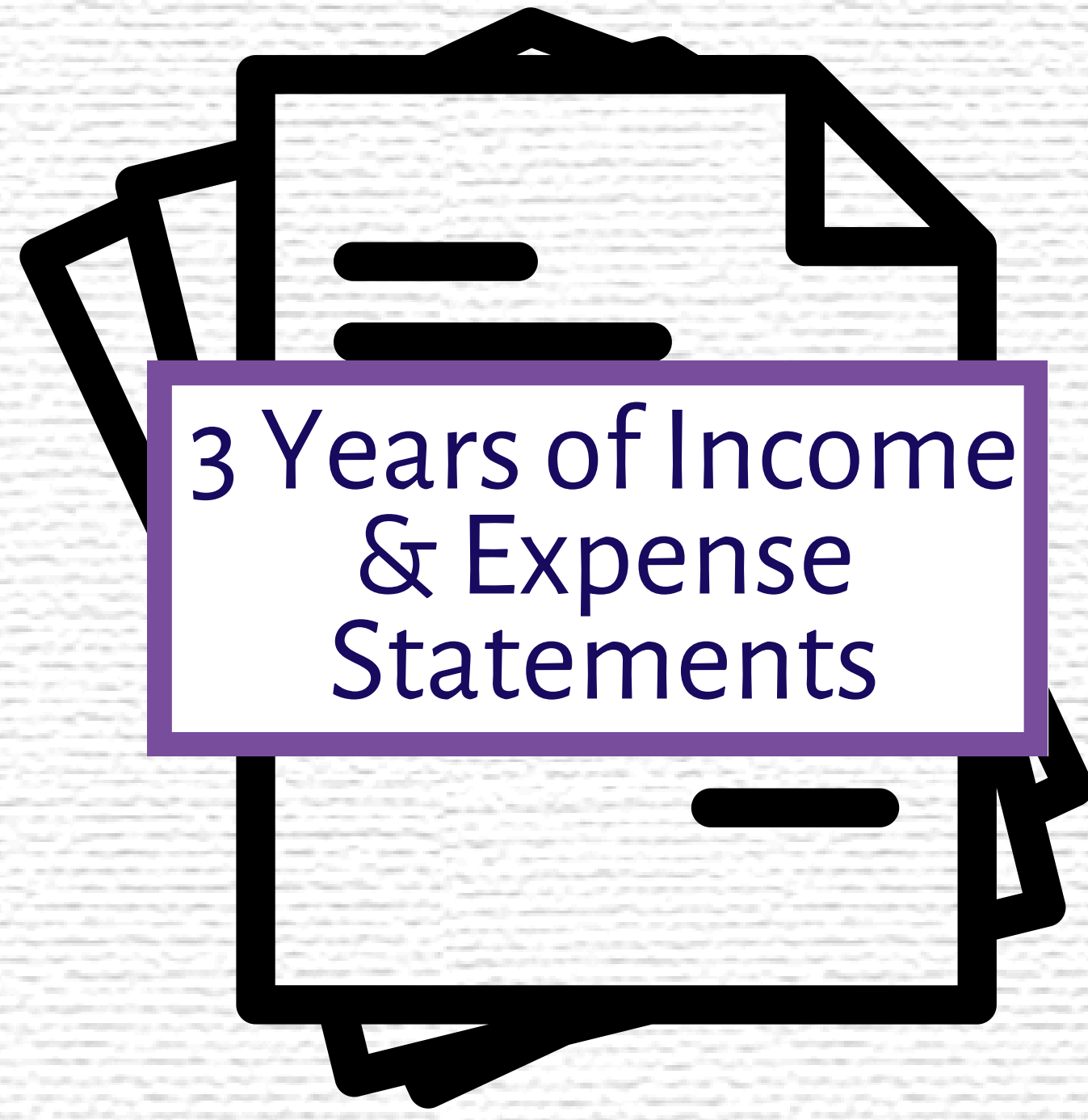
# Small Business Appeals

## Documents Needed



Detailed property description

- Square Footage, Age, Condition, etc.
- Allows attorneys to check Assessor Records for any discrepancies



3 Years of Income & Expense Statements

- 2021, 2022, 2023
- Can be Schedule Es and/or other generated documents
- If any expenses appear to be out of the ordinary (higher or lower than normal), provide attorney with an explanation for the discrepancy



Detailed rent roll

- Be sure to include all tenant contribution responsibilities for CAM, Maintenance, Property taxes, etc.
- If Multi-Tenant, include square footage of each unit along with monthly rent
- Include any vacant space on rent roll



Signed Agent Authorization Form

- Attorney will typically include for signature upon engagement



## Other Documents

*BOR Will Consider on Appeal*



Vacancy Affidavit

- Be sure to include recent dated pictures of vacant space, all attempts to mitigate vacancy including asking rents, and any listing information available



Appraisal Evidence

- Primary consideration is given to appraisals written for tax appeal purposes
- The BOR will give secondary consideration to appraisal evidence written for other purposes (financing, estate, etc.) that supports a lower value



Recent Sale Information

- Typically within the last 3 years (2021, 2022, 2023)
- Include copy of closing statement
- Financing Appraisal can often be helpful in determining arms-length nature of sale and should be included in documents sent to attorney
- Be sure to include details of sale (listing price, offers to purchase, deferred maintenance, etc.)

Many forms can be found at

[www.CookCountyBoardofReview.com](http://www.CookCountyBoardofReview.com) X